



# USER MANUAL

NYS Liquor Authority Customer Portal



Office of Information  
Technology Services

Grants and Licensing

## Purpose

The SLA Customer Portal provides NYS customers with the ability to apply for and manage their State Liquor Authority records online. This document contains detailed instructions on how the customer can utilize the online application to:

- Claim and manage an existing business with SLA
- Submit and manage a new application online
- Manage and update an existing License
- Review pending disciplinary measures against a License

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Login

How to Return to SLA Portal from New York Business Express (NYBE)

1. Go to the NYBE homepage


1.1 The user goes to [Business Index A-Z \(custhelp.com\)](#). The user searches for the permit to be applied.

<div>Information</div> <div> <div>Legal Structures</div> <div>Professional Licenses</div> <div>Select an Agency</div> <div>All Agencies</div> <div>Adirondack Park Agency</div> <div>Agriculture and Markets, Department of</div> <div>Alcoholism and Substance Abuse Services, Office of</div> <div>American Association of Professional Psychics, Inc.</div> <div>American Booksellers Association</div> <div>American Disc Jockey</div> </div>	<div> <div>Parks, Recreation and Historic Preservation, Office of</div> <div>Catering Permit</div> <div>This permit allows caterers to cater picnics at park facilities.</div> </div> <div> <div>OVERVIEW</div> <div>HOW TO APPLY</div> <div>MORE DETAILS</div> </div>
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	<div> <div>State Liquor Authority</div> <div>Caterer's Permit (One Time)</div> <div>This one-time permit authorizes an active on-premises retailer to furnish alcoholic beverages for use at an event off premises.</div> </div> <div> <div>OVERVIEW</div> <div>HOW TO APPLY</div> </div>
	<div> <div>Taxation and Finance, Department of</div> <div>Catering</div> </div> <div> <div>OVERVIEW</div> </div>

## 2. Click on the selected permit

- 2.1 Once the user clicks on the selected permit, it will direct the user to the permit application page.  
User clicks on “Returning User”

#### This is the QA environment of New York Business Express. You may have reached this page by mistake unless you are authorized to use this page. If you are looking for New York Business Express live site, [please click here](#) #### X

 [Services](#) [News](#) [Government](#) [COVID-19](#)

### Caterer's Permit (One Time)

This one-time permit authorizes an active on-premises retailer to furnish alcoholic beverages for use at an event off premises.

[Apply Online](#)

Already started an application through NYS Liquor Authority?

[Returning User](#)

[AVERAGE PROCESSING TIME](#)  
**15 Days**  
[SEE DETAILS](#)

[Business Express](#) [Start Your Business](#) [Run Your Business](#) [Creating Opportunity](#) [Search Applications](#) [Login](#) | [Register](#)

[Overview](#)  
[Prerequisites](#)

### Caterer's Permit (One Time)

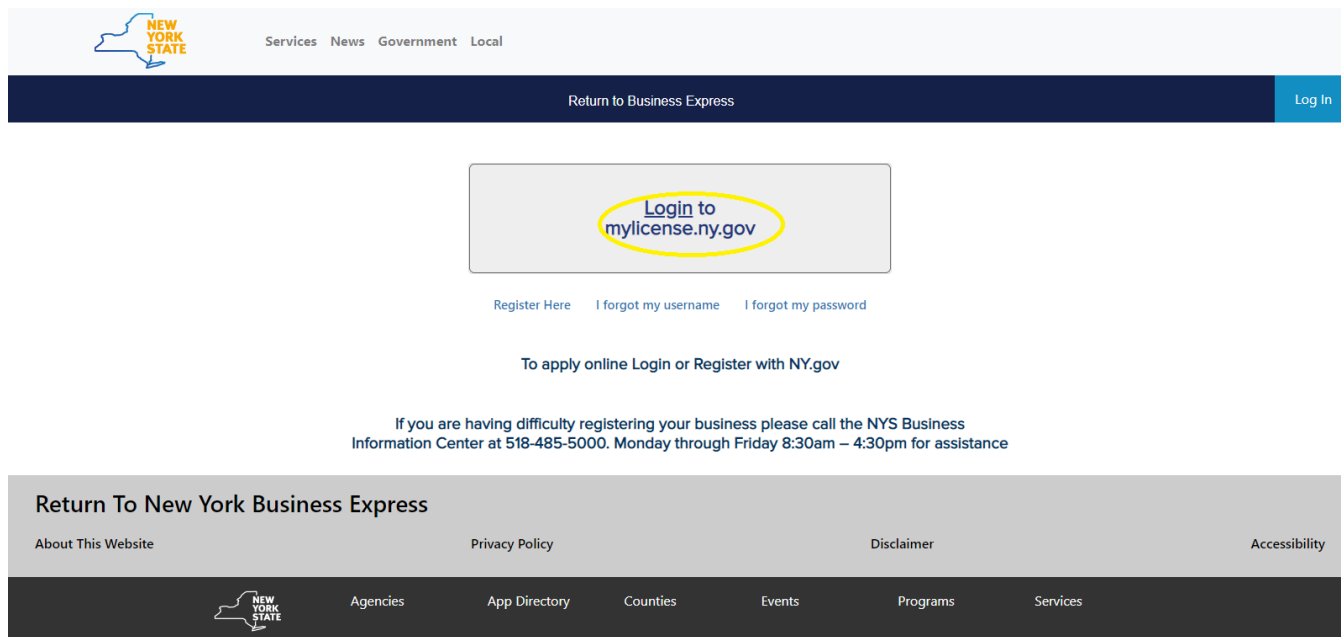
This one-time permit authorizes an active on-premises retailer to furnish alcoholic beverages for use at an event off premises.

[Overview](#) [File Explorer](#)




### 3. Landing on SLA portal

3.1 Once the user clicks on “Returning user”, the page will be directed to the SLA portal where the returning user logs in to the portal by clicking “Login”



### 4. Viewing the Dashboard

4.1 After logging in, the user is directed to view the Dashboard.



Services News Government Local

Return to Business Express

Home

My Licenses

Developer Tools

Disciplinary Action

My Contacts

My Businesses

Dashboard

Recent Activity

Here are your recent activities.

There are no applications associated with this Ny.Gov account.

Start a New Application Today.

To View a List of available applications, Click *Apply Now.*


Apply Now

Return To New York Business Express

About This Website

Privacy Policy

Disclaimer



Agencies

App Directory

Counties

Events

Programs

Services

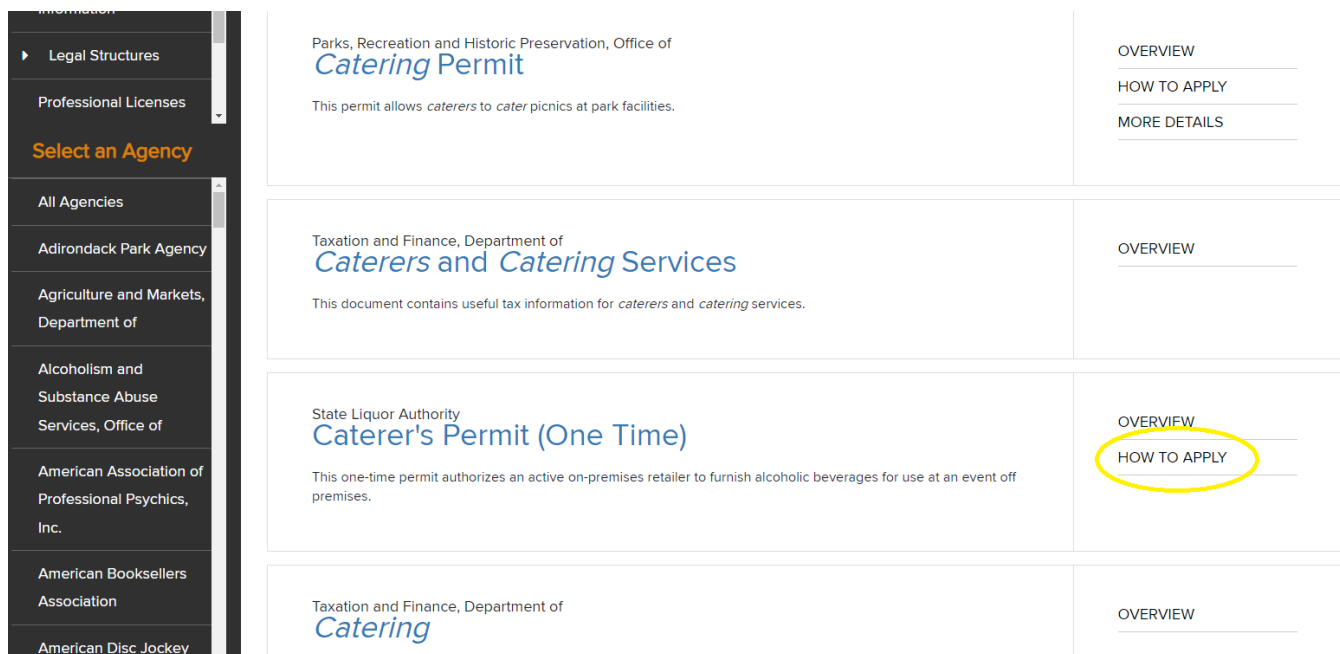
## How to Return to SLA Portal from bookmarked link

### 1. Logging in from link

1.1 The user clicks on [SLA \(ny.gov\)](https://sla.ny.gov)

## How to Login to SLA Portal

### 1. Go to the NYBE homepage



The screenshot shows the NYBE homepage. On the left is a dark sidebar with navigation links: Legal Structures, Professional Licenses, Select an Agency (highlighted in orange), All Agencies, Adirondack Park Agency, Agriculture and Markets, Department of, Alcoholism and Substance Abuse Services, Office of, American Association of Professional Psychics, Inc., American Booksellers Association, and American Disc Jockey. The main content area displays a list of permits. The first permit is 'Catering Permit' from the Parks, Recreation and Historic Preservation, Office of. The second is 'Caterers and Catering Services' from the Taxation and Finance, Department of. The third is 'Caterer's Permit (One Time)' from the State Liquor Authority, with the 'HOW TO APPLY' link circled in yellow. The fourth is 'Catering' from the Taxation and Finance, Department of.

Permit Name	Issuing Agency	Overview	How to Apply	More Details
Catering Permit	Parks, Recreation and Historic Preservation, Office of	OVERVIEW	HOW TO APPLY	MORE DETAILS
Caterers and Catering Services	Taxation and Finance, Department of	OVERVIEW		
Caterer's Permit (One Time)	State Liquor Authority	OVERVIEW	HOW TO APPLY	
Catering	Taxation and Finance, Department of	OVERVIEW		

### 2. Click on the selected permit

2.1 Once the user clicks on the selected permit, it will direct the user to the permit application page.  
User clicks on "Returning User"

#### This is the QA environment of New York Business Express. You may have reached this page by mistake unless you are authorized to use this page. If you are looking for New York Business Express live site, [please click here](#) ####



[Services](#) [News](#) [Government](#) [COVID-19](#)

## Caterer's Permit (One Time)

This one-time permit authorizes an active on-premises retailer to furnish alcoholic beverages for use at an event off premises.

[Apply Online](#)

Already started an application through NYS Liquor Authority?

[Returning User](#)

AVERAGE PROCESSING TIME

**15 Days**

[SEE DETAILS](#)

[Home](#) **Business Express**

[Start Your Business](#)

[Run Your Business](#)

[Creating Opportunity](#)

[Search Applications](#)

[Login](#)

[Overview](#)

[Prerequisites](#)


## Caterer's Permit (One Time)

This one-time permit authorizes an active on-premises retailer to furnish alcoholic beverages for use at an event off premises.

[Overview](#) [File Explorer](#)

### 3. Landing on SLA portal

3.1 Once the user clicks on “Returning user”, the page will be directed to the SLA portal where the returning user logs in to the portal by clicking “Login”

 [Services](#) [News](#) [Government](#) [Local](#)

Return to Business Express

[Login to mylicense.ny.gov](#)


[Register Here](#) [I forgot my username](#) [I forgot my password](#)

To apply online Login or Register with NY.gov

If you are having difficulty registering your business please call the NYS Business Information Center at 518-485-5000. Monday through Friday 8:30am – 4:30pm for assistance

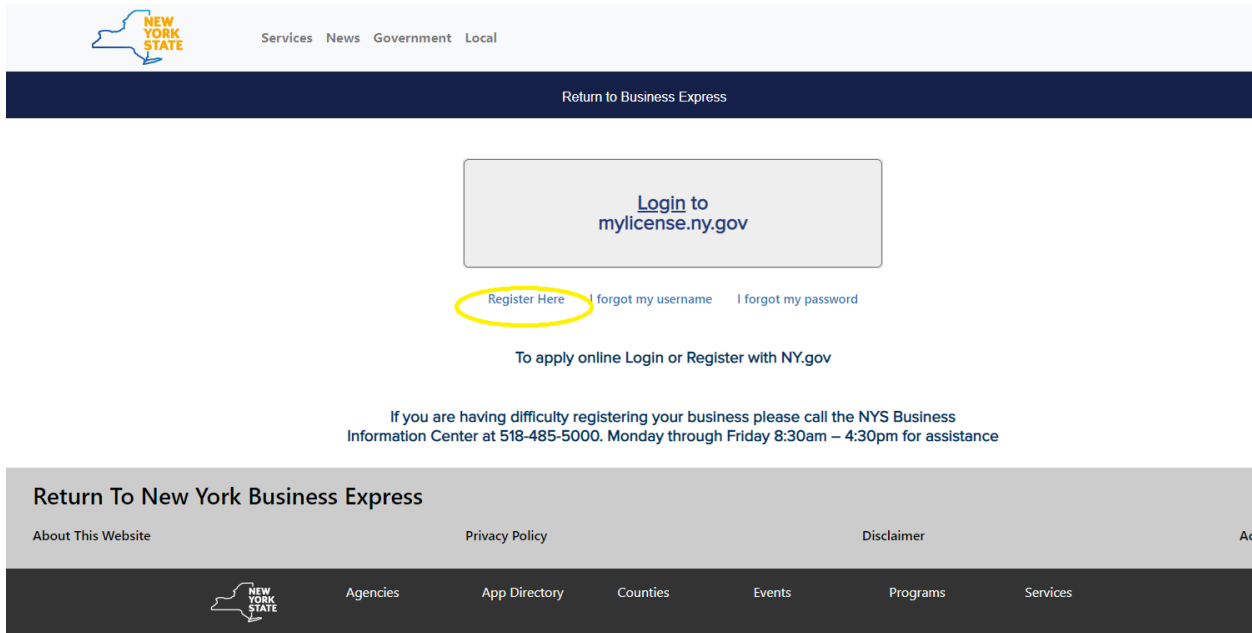
Return To New York Business Express

[About This Website](#) [Privacy Policy](#) [Disclaimer](#) [A](#)

 [Agencies](#) [App Directory](#) [Counties](#) [Events](#) [Programs](#) [Services](#)

## 4. Login or Register

4.1 Once the user is directed to SLA portal, the user can either log in as returning customer (Follow the link as returning customer) or crate a new account by clicking the “Register Here” link



The screenshot shows the New York State Liquor Authority portal. At the top, there is a header with the New York State of Opportunity logo and the text "State Liquor Authority". Below this is a navigation bar with links for "Services", "News", "Government", and "Local". A dark blue banner contains the text "Return to Business Express". The main content area features a large button labeled "Login to mylicense.ny.gov". Below this button, the "Register Here" link is circled in yellow, followed by links for "I forgot my username" and "I forgot my password". A text prompt reads "To apply online Login or Register with NY.gov". Below this, a message states: "If you are having difficulty registering your business please call the NYS Business Information Center at 518-485-5000. Monday through Friday 8:30am – 4:30pm for assistance". The footer section is titled "Return To New York Business Express" and includes links for "About This Website", "Privacy Policy", "Disclaimer", and "Ac". A dark blue footer bar contains the New York State of Opportunity logo and a list of links: "Agencies", "App Directory", "Counties", "Events", "Programs", and "Services".

## 5. Create a new account

5.1 The “Register here” link takes the user to the registration page where the user fills the required information to create an account.

**NY.gov ID SELF REGISTRATION**

First Name\*

Last Name\*

Email address is needed for password recovery.

Email\*

Confirm Email\*

Username must be at least 4 characters long, can be up to 128, and must be unique.  
Must contain only alphanumeric characters. @ - \_ and . may also be included. Do NOT use spaces.

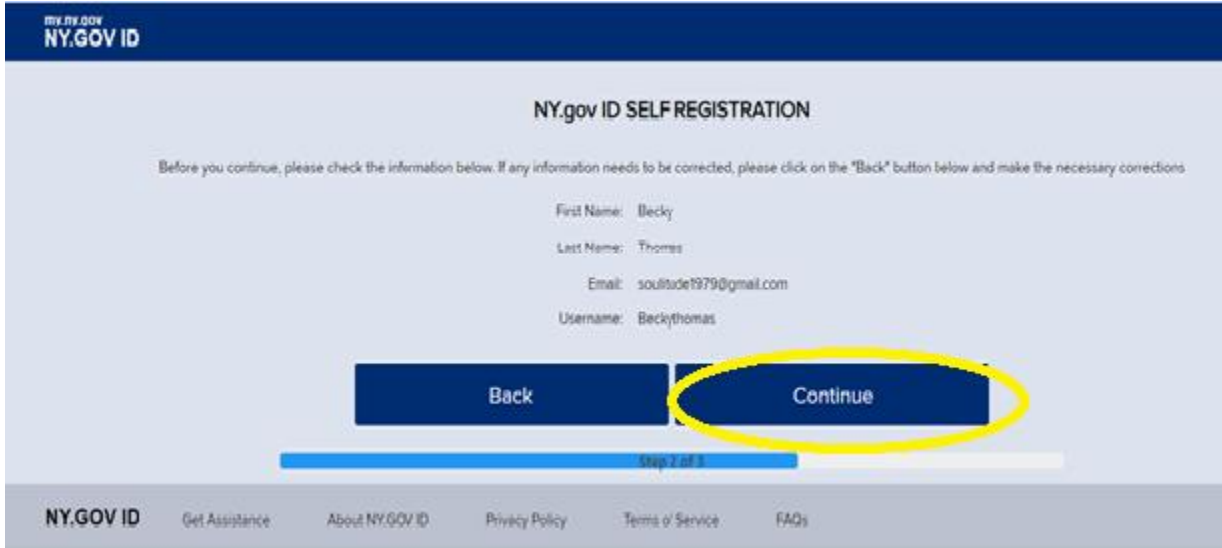
Username\*

**Create Account**

Step 1 of 3

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

5.2 The registration page is displayed to review the information provided, and when the user clicks “Continue”, the self-registration page is displayed.



**NY.gov ID SELF REGISTRATION**

Before you continue, please check the information below. If any information needs to be corrected, please click on the "Back" button below and make the necessary corrections.

First Name: Becky  
 Last Name: Thomas  
 Email: soulitude1979@gmail.com  
 Username: Beckythomas

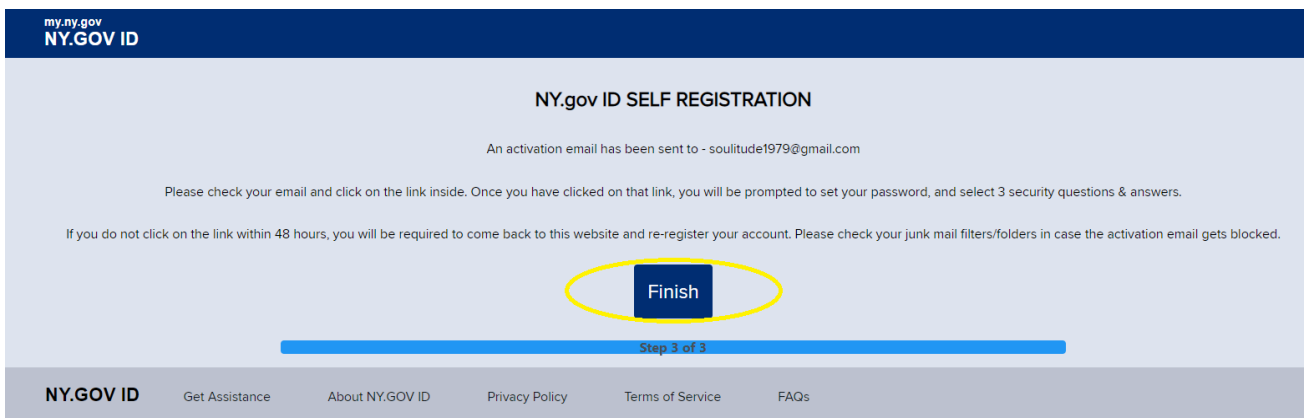
[Back](#) [Continue](#)

Step 2 of 3

**NY.GOV ID** [Get Assistance](#) [About NY.GOV ID](#) [Privacy Policy](#) [Terms of Service](#) [FAQs](#)

## 6. Registration confirmation and activation email

6.1 The user is displayed with the Self registration page and steps to follow to activate the account. An activation email is sent to the email provided during registration.



**NY.gov ID SELF REGISTRATION**

An activation email has been sent to - soulitude1979@gmail.com

Please check your email and click on the link inside. Once you have clicked on that link, you will be prompted to set your password, and select 3 security questions & answers.

If you do not click on the link within 48 hours, you will be required to come back to this website and re-register your account. Please check your junk mail filters/folders in case the activation email gets blocked.

[Finish](#)

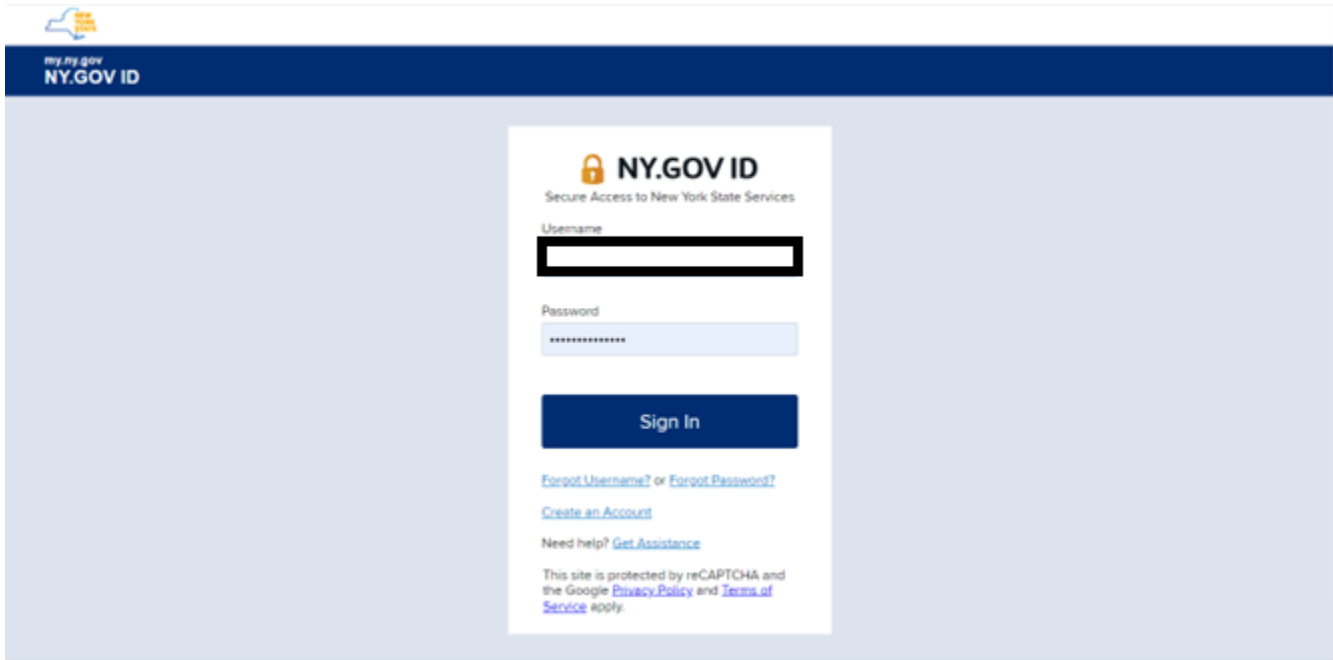
Step 3 of 3

**NY.GOV ID** [Get Assistance](#) [About NY.GOV ID](#) [Privacy Policy](#) [Terms of Service](#) [FAQs](#)

Login page



6.2 Once the user clicks on “Finish”, the page will be directed to the log in page where the user logs in.



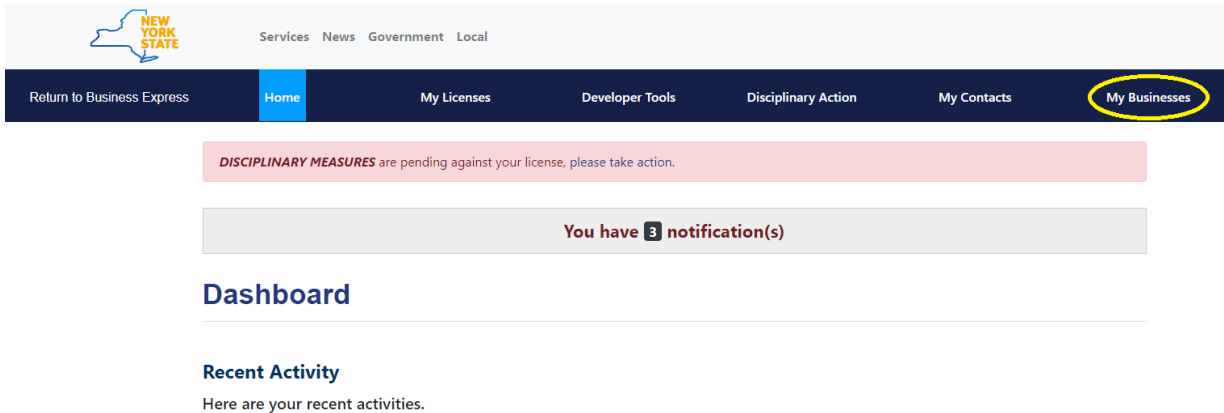
The screenshot shows the NY.GOV ID login interface. At the top left is the 'my.ny.gov NY.GOV ID' header. The main content area features a white login card with the 'NY.GOV ID' logo and the text 'Secure Access to New York State Services'. Below this are input fields for 'Username' and 'Password', followed by a blue 'Sign In' button. At the bottom of the card are links for 'Forgot Username? or Forgot Password?', 'Create an Account', and 'Need help? Get Assistance'. A footer note states: 'This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.'

## Business Management

### How to Claim a Business

#### 1. Navigate to the My Business Page

1.1 Click the My Business menu link in the top right navigation menu



Services News Government Local

Return to Business Express Home My Licenses Developer Tools Disciplinary Action My Contacts My Businesses

DISCIPLINARY MEASURES are pending against your license, please take action.

You have 3 notification(s)

## Dashboard

### Recent Activity

Here are your recent activities.

## 2. Click the Link to Claim

2.1 Under “Claim Additional Record” click the hyperlink “[here](#)” to claim your business.

here to claim your business.' The word 'here' is circled in yellow." data-bbox="86 461 836 659"/>

Services News Government Local

Return to Business Express Home My Licenses Developer Tools Disciplinary Action My Contacts My Businesses

DISCIPLINARY MEASURES are pending against your license, please take action.

You have 3 notification(s)

## My Business(es)

### Claim Additional Records

Not seeing the records you're looking for below? Click [here](#) to claim your business.

### 3. Complete the Form

3.1 On the “Business Claiming” page, select “no” for “Already have your PIN number” and fill out the remaining form fields with your business information. Then, click “Submit”.

#### Business Claiming

\*Already have your PIN number?:

☐ Yes  
☒ No

\*Entity Type

Corporation

\*Legal Name

Lemon Thyme Kitchen

\*Please select if your business has an FEIN or SSN

☒ FEIN ☐ SSN

23-4234234

\*Principal SSN

987-98-7987


Back

Submit

### 4. Review Claim Request Status

4.1 Once the form is submitted, a message will appear at the top of the screen indicating that the request for claim is either successful or failed.

4.1.1 **Business Claim Request Passed:** Proceed to step 5



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My Business

Your business claim request was successful. A PIN has been sent to your business email address. Return here with the PIN to claim your business.

PIN:

Business Claiming

\*Already have your PIN number?:

☐ Yes

☒ No

\*Entity Type

Individual

\*First Name

rahul

Middle Name

rahulM

\*Last Name

rahulL

Suffix

\*Please select if your business has an FEIN or SSN

☒ FEIN ☐ SSN

88-7456321

\*Principal SSN

636-36-3636

- 4.1.2 **Business Claim Request Failed:** Please contact the State Liquor Authority at the phone number provided in the message for assistance.

Error

We are unable to find a business with specified details. Please correct and try again.

Return to Business Express

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My Business

Business Claiming

•Already have your PIN number?:

☐ Yes

☒ No

•Entity Type

Corporation

•Legal Name

TESTING WRONG CORP

•Please select if your business has an FEIN or SSN

☒ FEIN ☐ SSN

98-7456378

•Principal SSN

636-36-3689

Back


Submit

Return To New York Business Express

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Programs

Services



Office of Information  
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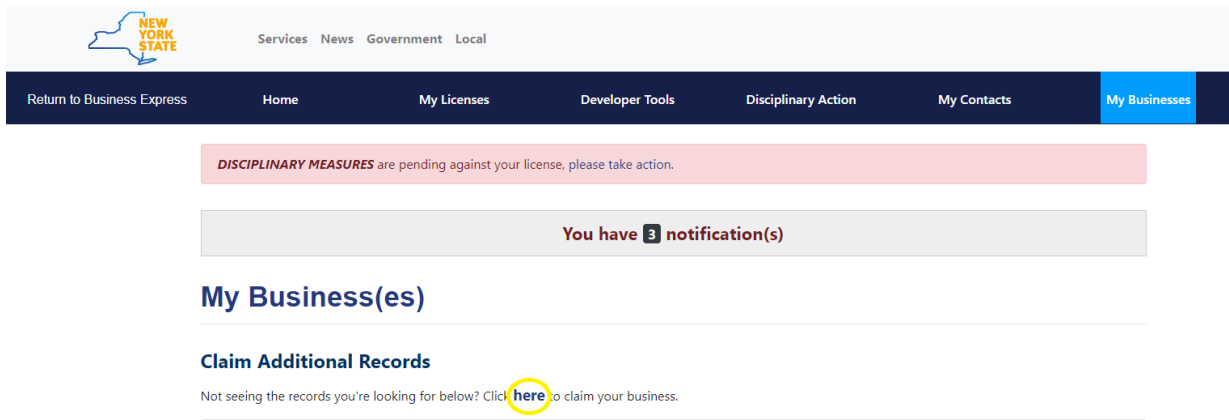
Grants and Licensing

## 5. Retrieve PIN from Email

5.1 Once the user claim is validated, user will receive the PIN number in the email associated with the business account. User retrieves the PIN number and validates it in the Business claiming page.

## 6. Return to Business Claiming Page

6.1 Click on My Business link from the menu and then click on the link to claim the business



NEW YORK STATE OF OPPORTUNITY

Services News Government Local

Return to Business Express Home My Licenses Developer Tools Disciplinary Action My Contacts My Businesses

**DISCIPLINARY MEASURES** are pending against your license, please take action.

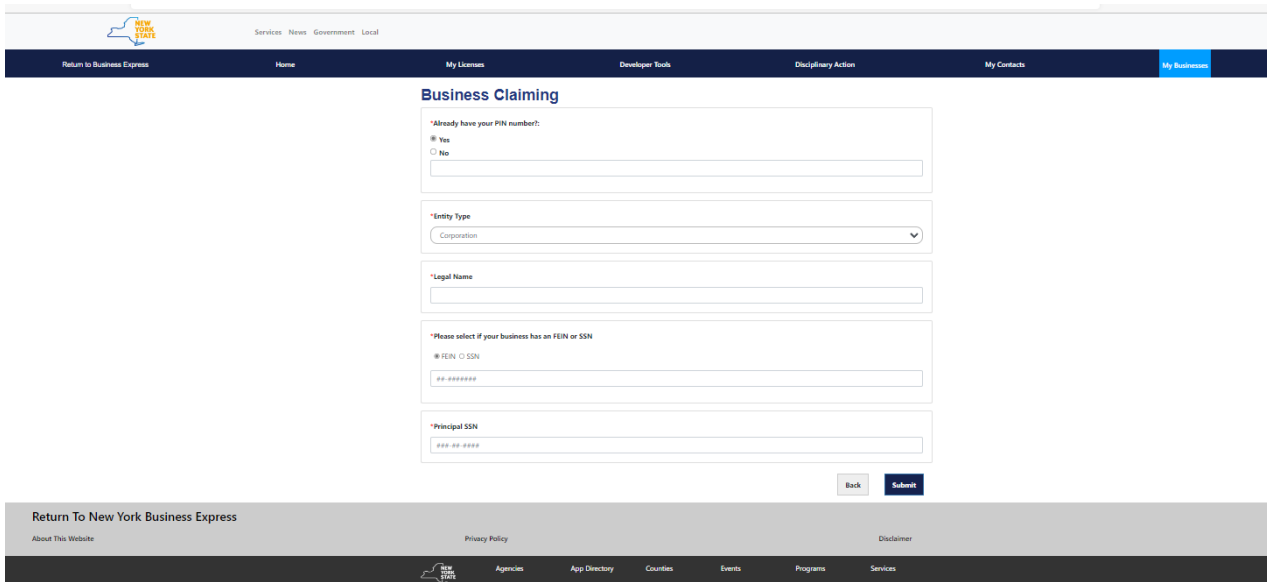
You have **3** notification(s)

### My Business(es)

#### Claim Additional Records

Not seeing the records you're looking for below? Click [here](#) to claim your business.

6.2 Select Yes on “Already have Your Pin Number?”



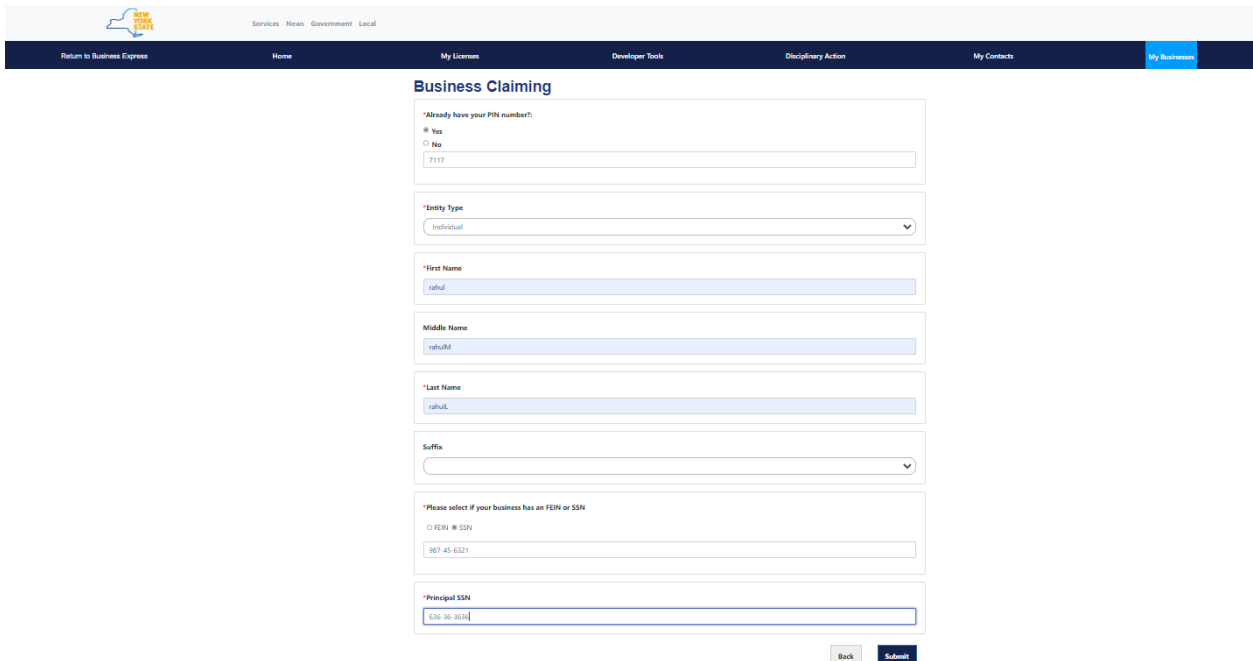
The screenshot shows the 'Business Claiming' form on the New York State Liquor Authority website. The form is titled 'Business Claiming' and includes the following fields:

- \*Already have your PIN number?:** Radio buttons for 'Yes' (selected) and 'No'.
- \*Entity Type:** A dropdown menu with 'Corporation' selected.
- \*Legal Name:** A text input field.
- \*Please select if your business has an FEIN or SSN:** Radio buttons for 'FEIN' (selected) and 'SSN'.
- \*Principal SSN:** A text input field.

At the bottom of the form are 'Back' and 'Submit' buttons. Below the form is a footer section with links: 'Return To New York Business Express', 'About This Website', 'Privacy Policy', and 'Disclaimer'. The footer also includes a navigation bar with links: 'Agencies', 'App Directory', 'Counties', 'Events', 'Programs', and 'Services'.

## 7. Validate the PIN

7.1 Select yes for “Already have your PIN number” and enter the PIN into the field and click “Submit”.




The screenshot shows the 'Business Claiming' form on the New York State Liquor Authority website, filled out with sample data. The form is titled 'Business Claiming' and includes the following fields:

- \*Already have your PIN number?:** Radio buttons for 'Yes' (selected) and 'No'.
- \*Entity Type:** A dropdown menu with 'Individual' selected.
- \*First Name:** Text input field with 'rahul'.
- \*Middle Name:** Text input field with 'rahulM'.
- \*Last Name:** Text input field with 'rahulL'.
- \*Suffix:** A dropdown menu.
- \*Please select if your business has an FEIN or SSN:** Radio buttons for 'FEIN' (selected) and 'SSN'.
- \*Principal SSN:** Text input field with '636-36-3636'.

At the bottom of the form are 'Back' and 'Submit' buttons. Below the form is a footer section with links: 'Return To New York Business Express', 'About This Website', 'Privacy Policy', and 'Disclaimer'. The footer also includes a navigation bar with links: 'Agencies', 'App Directory', 'Counties', 'Events', 'Programs', and 'Services'.

7.2 PIN Validation Successful: Proceed to step 8



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Return to Business Express

Home

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My Business

PIN verification is complete. Your claim is in progress and may take several minutes to complete. Please check back later for an update.

Business Claiming

\*Already have your PIN number?:

☒ Yes

☐ No

7117

\*Entity Type

Individual

\*First Name

rahu

Middle Name

rahuM

\*Last Name

rahuL

Suffix

\*Please select if your business has an FEIN or SSN

☒ FEIN ☐ SSN

88-7456321

\*Principal SSN

636-36-3636



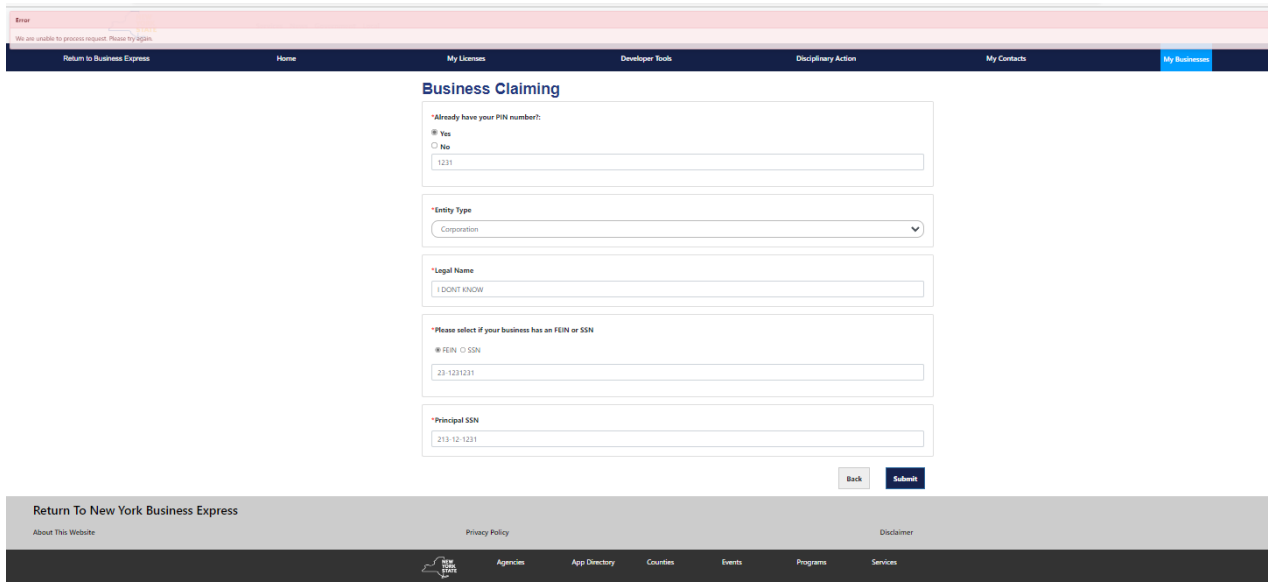
NEW YORK  
STATE OF  
OPPORTUNITY.

Office of Information  
Technology Services

Grants and Licensing



**7.3 PIN Validation Failed:** Please contact the State Liquor Authority at the phone number provided in the message for assistance.



**Error**  
We are unable to process request. Please try again.

[Return to Business Express](#) [Home](#) [My Licenses](#) [Developer Tools](#) [Disciplinary Action](#) [My Contacts](#) [My Businesses](#)

### Business Claiming

**\*Already have your PIN number?**  
☒ Yes  
☐ No

**\*Entity Type**  
 Corporation

**\*Legal Name**

**\*Please select if your business has an FEIN or SSN**  
☒ FEIN ☐ SSN

**\*Principal SSN**

[Back](#) [Submit](#)

[Return To New York Business Express](#)  
[About This Website](#) [Privacy Policy](#) [Disclaimer](#)

[Agencies](#) [App Directory](#) [Counties](#) [Events](#) [Programs](#) [Services](#)

## 8. Check Claim Status

**8.1** Return to the SLA portal and login. Go to “My Businesses” and check to see if the business is listed.

**8.2 Business Successfully Claimed:** On successful claim, a notification is listed in the notification bar for review and the business will be listed in the “My Businesses” page.

Error

we are unable to process request. Please try again.

Return to Business Express

Home

My Licenses

Developer Tools

Disciplinary Action

My Contacts

My Business(es)

DISCIPLINARY MEASURES are pending against your license, please take action.

You have 1 notification(s)

My Business(es)

Claim Additional Records

Not seeing the records you're looking for below? Click [here](#) to claim your business.

Business Name: Lemon Thyme Kitchens

FEIN or SSN: 234234234

Address: 100 State St Fl 1  
Albany, Albany, New York, United States (US), 12207

Manage User Access

More details

Business Name: Craft Truckers

FEIN or SSN: 111222333

Address: 80 S Swan St, 80 S Swan St  
Albany, Albany, New York, United States (US), 12210

Manage User Access

More details

Business Name: rahul rahulM rahul.

FEIN or SSN: 987456321

Address: 100 Central Ave  
Albany, Albany, New York, United States (US), 12206

Manage User Access

More details


3 of 3 results

Return To New York Business Express

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Agencies

App Directory

Courties

Events

Programs

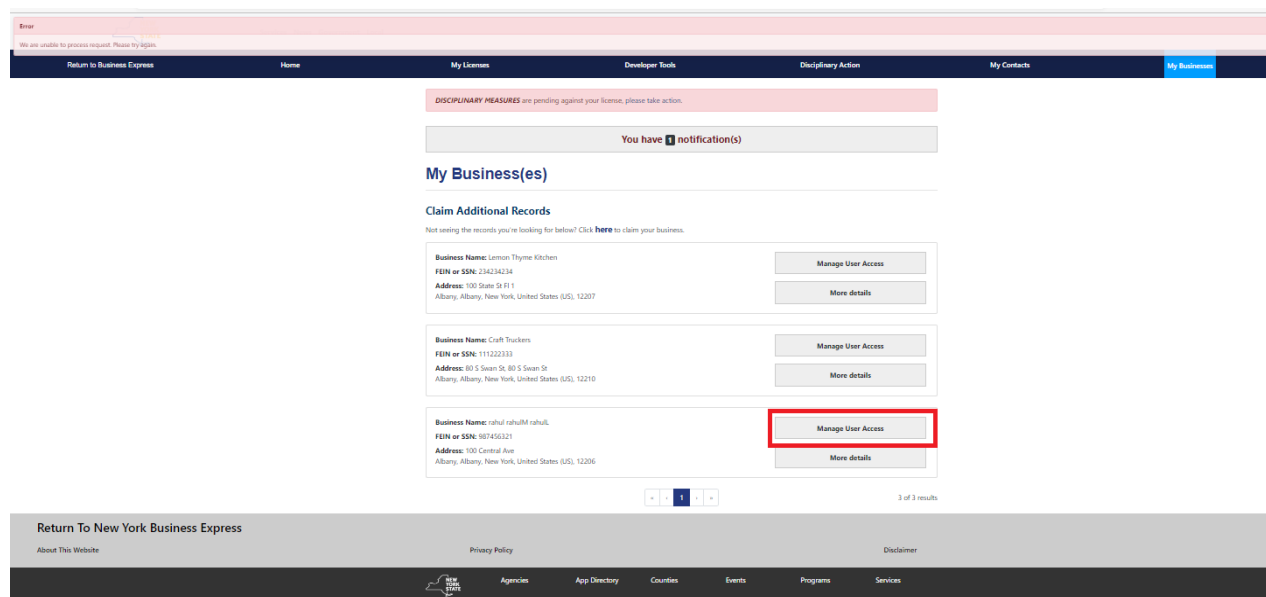
Services

**8.3 Business Claim Failed:** Please contact the State Liquor Authority at the phone number provided in the message for assistance.

## How to manage user access to your business

### 1. Adding a user

1.1 Click on My Business on the menu and click again on Manage User Access on the selected business



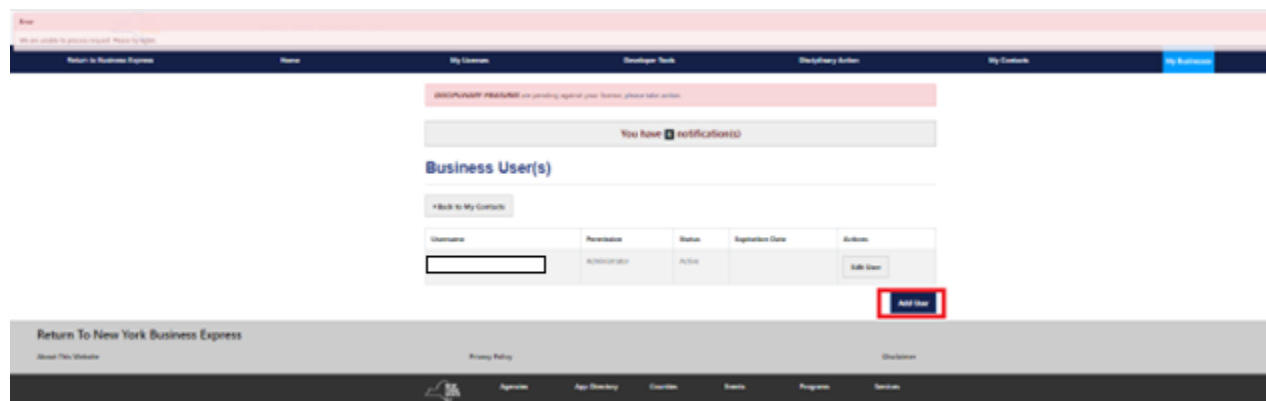
**My Business(es)**

**Claim Additional Records**  
Not seeing the records you're looking for below? Click [here](#) to claim your business.

<b>Business Name:</b> Lemon Thyme Kitchen <b>FEIN or SSN:</b> 236234234 <b>Address:</b> 100 State St Fl 1 Albany, Albany, New York, United States (US), 12207	<a href="#">Manage User Access</a> <a href="#">More details</a>
<b>Business Name:</b> Craft Truckers <b>FEIN or SSN:</b> 111222333 <b>Address:</b> 80 S Swan St, 80 S Swan St Albany, Albany, New York, United States (US), 12210	<a href="#">Manage User Access</a> <a href="#">More details</a>
<b>Business Name:</b> rahul rahulM rahulM <b>FEIN or SSN:</b> 907456321 <b>Address:</b> 100 Central Ave Albany, Albany, New York, United States (US), 12206	<a href="#">Manage User Access</a> <a href="#">More details</a>

3 of 3 results

1.2 Click on Add user in the Business user(s) page



**Business User(s)**

[Back to My Contacts](#)

Username	Permission	Status	Registration Date	Actions
<input type="text"/>	Administrator	Active		<a href="#">Edit User</a> <a href="#">Add User</a>

1.3 On clicking Add User a small screen pops up to enter user data. Enter the user data and click on submit button (NY.gov user ID and permission)



**User**

Please provide the username of the user you wish to provide access. Username is only alphanumeric and must start with 'N'. All users provided here will be given guest and access and no members of your business. Do not enter the user management address. If the user requires access, please provide the user management address.

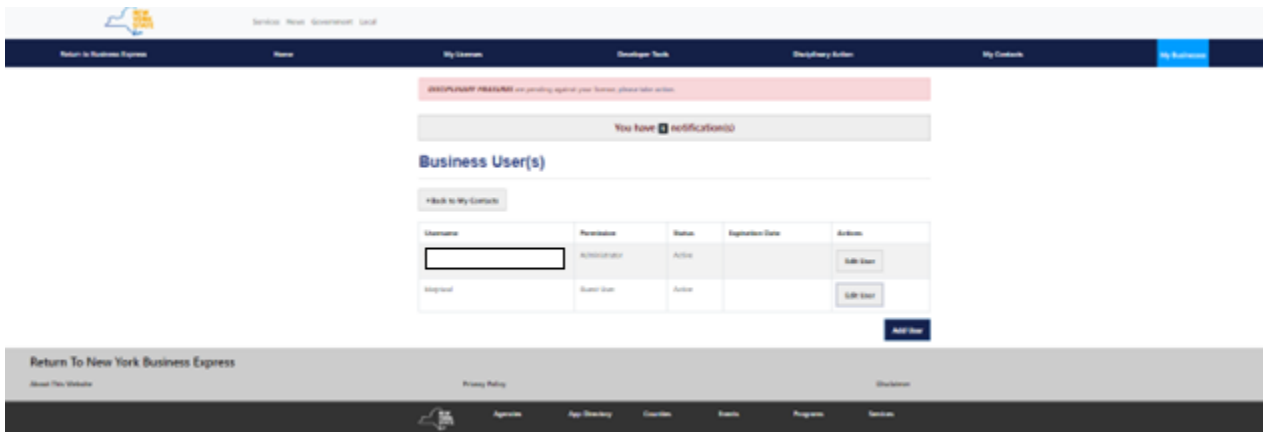
Username:

Password:

Permission:

Expiration Date:

1.4 User is added and displayed in the Business User(s) page



**Business User(s)**

[Back to My Contacts](#)

Username	Password	Status	Expiration Date	Actions
<input type="text"/>	Administrator	Active		<input type="button" value="Add User"/>
Integration	Integration	Active		<input type="button" value="Add User"/>

## 2. Edit a user

2.1 Click on My Business on the menu and click again on Manage User Access on the selected business

**My Business(es)**

Claim Additional Records

Not seeing the records you're looking for below? Click [here](#) to claim your business.

<b>Business Name:</b> Lemon Thyme Kitchen <b>FEIN or SSN:</b> 234234234 <b>Address:</b> 100 State St Fl 1 Albany, Albany, New York, United States (US), 12207	<a href="#">Manage User Access</a> <a href="#">More details</a>
<b>Business Name:</b> Craft Truckers <b>FEIN or SSN:</b> 111222333 <b>Address:</b> 80 S Swan St, 80 S Swan St Albany, Albany, New York, United States (US), 12210	<a href="#">Manage User Access</a> <a href="#">More details</a>
<b>Business Name:</b> rahul rahulM rahul. <b>FEIN or SSN:</b> 987456321 <b>Address:</b> 100 Central Ave Albany, Albany, New York, United States (US), 12206	<a href="#">Manage User Access</a> <a href="#">More details</a>

3 of 3 results

## 2.2 Click on Edit user button to edit a particular user in the Business user(s) page

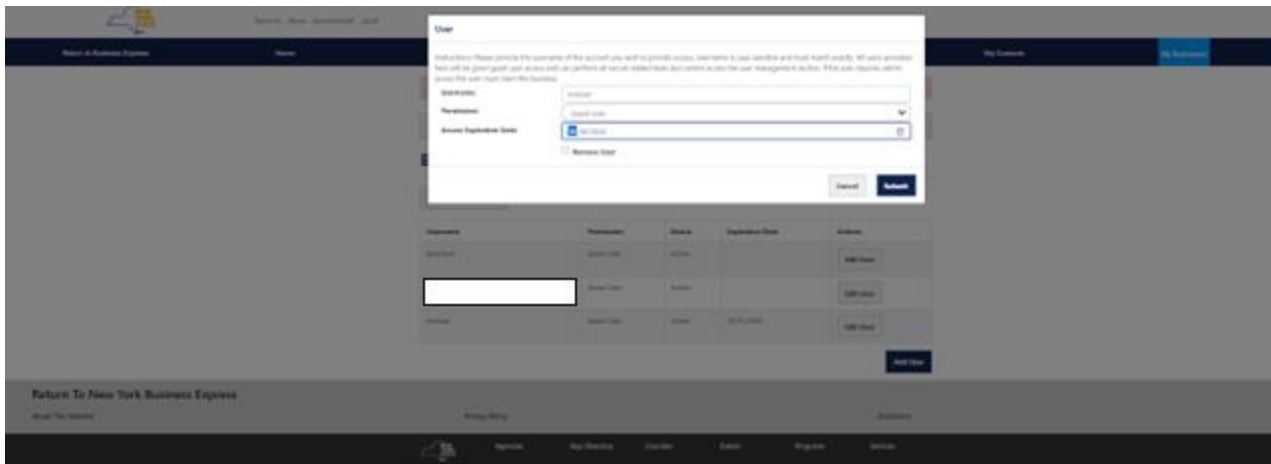
**Business User(s)**

Back to My Contacts

Username	Permission	Status	Expiration Date	Actions
blg@real	Guest-User	Active		<a href="#">Edit User</a>
Shilpi.Debuka@tax.ny.gov	Guest-User	Active		<a href="#">Edit User</a>
realUser	Guest-User	Active	10/31/2022	<a href="#">Edit User</a>

[Add User](#)

## 2.3 On clicking edit user a pop-up screen is displayed with user details. Make modification to the business user and click on submit button



**User**

Instructions: Please provide the username of the account you wish to provide access. Username is case sensitive and must be 8-30 characters. All user passwords must be 8-30 characters and contain at least one uppercase letter, one lowercase letter, one number, and one special character. Once the user is created, you can manage the user's access.

Username:

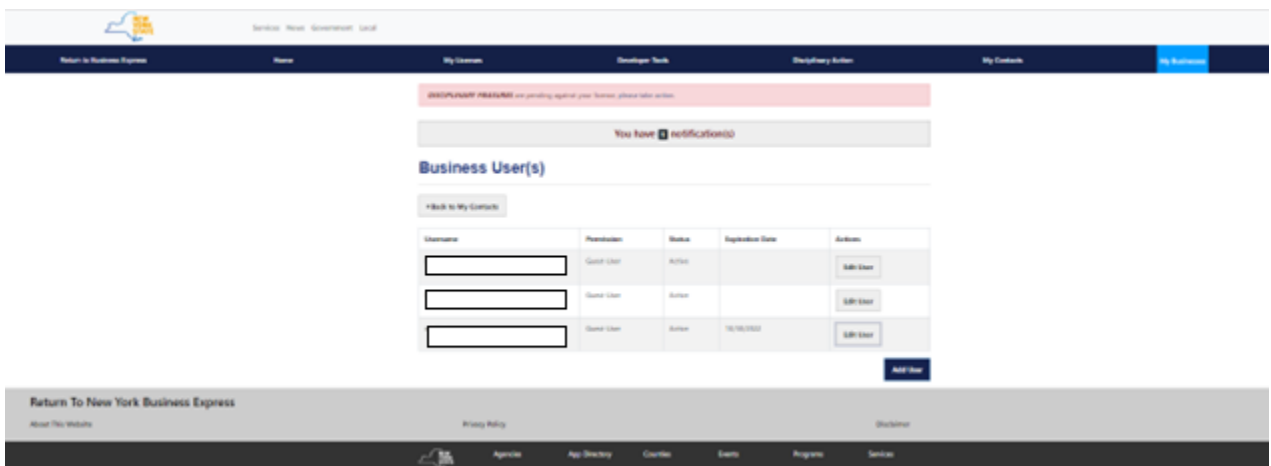
Password:

Business Registration State:

☐ Business User

Username	Password	Status	Registration Date	Actions
<input type="text"/>	<input type="password"/>	Active		<input type="button" value="Edit User"/>
<input type="text"/>	<input type="password"/>	Active		<input type="button" value="Edit User"/>
<input type="text"/>	<input type="password"/>	Active	10/10/2022	<input type="button" value="Edit User"/>

2.4 After hitting the submit button, changes are displayed in the Business User(s) page.



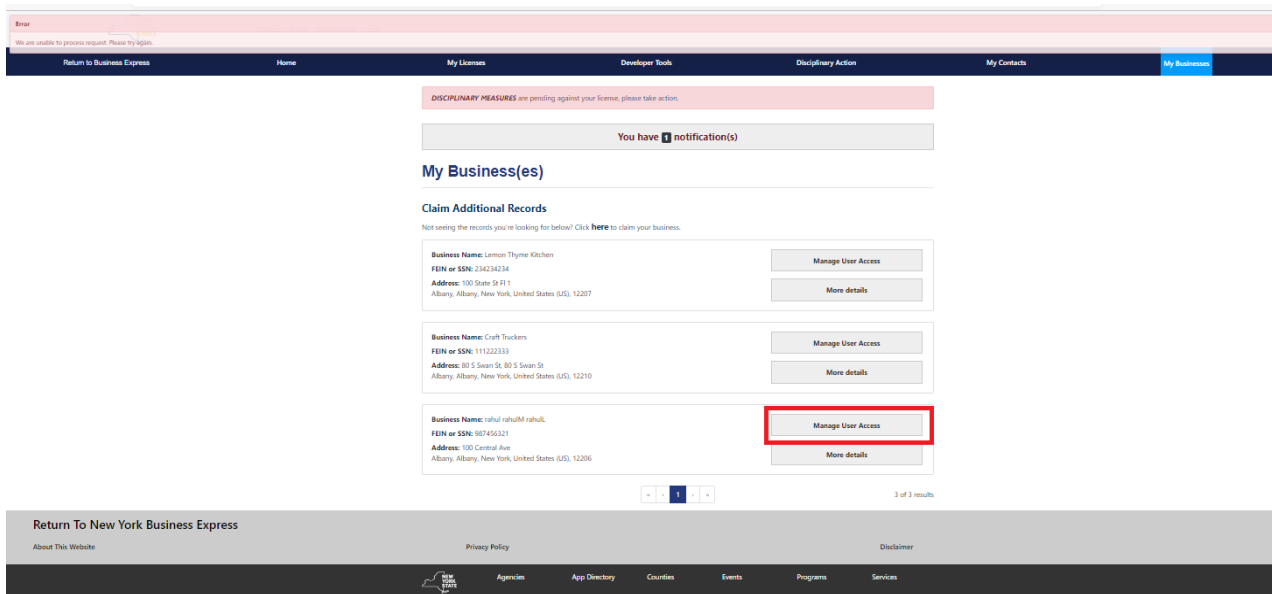
**Business User(s)**

[Back to My Contacts](#)

Username	Password	Status	Registration Date	Actions
<input type="text"/>	<input type="password"/>	Active		<input type="button" value="Edit User"/>
<input type="text"/>	<input type="password"/>	Active		<input type="button" value="Edit User"/>
<input type="text"/>	<input type="password"/>	Active	10/10/2022	<input type="button" value="Edit User"/>

### 3. Removing a user

3.1 Click on My Business on the menu and click again on Manage User Access on the selected business



**My Business(es)**

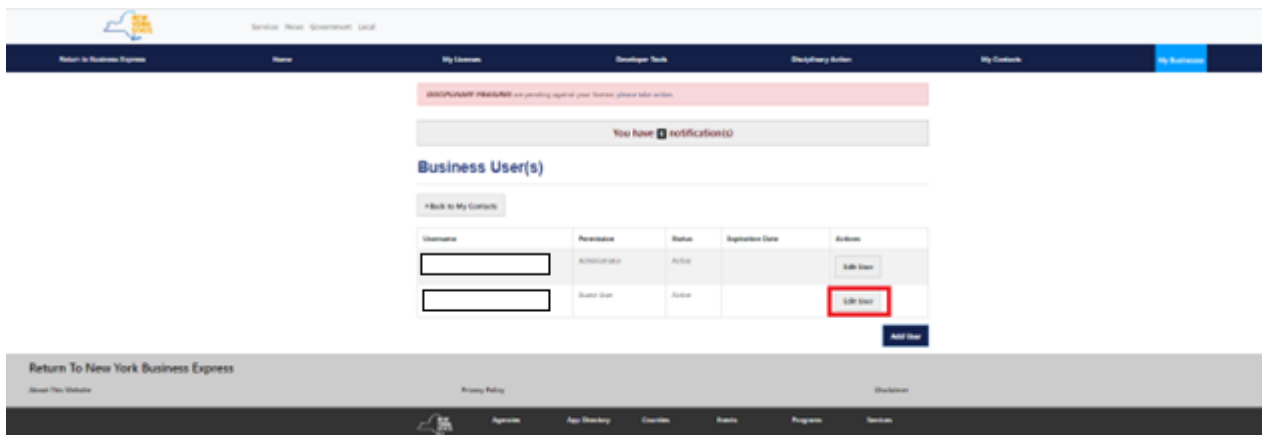
Claim Additional Records

Not seeing the records you're looking for below? Click [here](#) to claim your business.

<b>Business Name:</b> Lemon Thyme Kitchen <b>FEIN or SSN:</b> 234234234 <b>Address:</b> 100 State St R1 Albany, Albany, New York, United States (US), 12207	<a href="#">Manage User Access</a> <a href="#">More details</a>
<b>Business Name:</b> Craft Truckers <b>FEIN or SSN:</b> 111222333 <b>Address:</b> 80 S Swan St, 80 S Swan St Albany, Albany, New York, United States (US), 12210	<a href="#">Manage User Access</a> <a href="#">More details</a>
<b>Business Name:</b> rahuM rahuM <b>FEIN or SSN:</b> 987456321 <b>Address:</b> 100 Central Ave Albany, Albany, New York, United States (US), 12206	<a href="#">Manage User Access</a> <a href="#">More details</a>

3 of 3 results

3.2 Click on Edit user button to edit a particular user in the Business user(s) page



**Business User(s)**

[Back to My Contacts](#)

Username	Permission	Status	Registration Date	Actions
<input type="text"/>	Administrator	Active		<a href="#">Edit User</a>
<input type="text"/>	Guest User	Active		<a href="#">Edit User</a>

[Add User](#)

3.3 On clicking, edit user a pop-up screen is displayed with user details. Check the check box to remove user and hit on submit button.



**Add User**

You must provide the username of the account you wish to create. Passwords must be 8 characters long and contain at least one uppercase letter, one lowercase letter, one number, and one special character. If the user requires access to the system, you must select the appropriate role.

Username:

Password:

Business Express State:

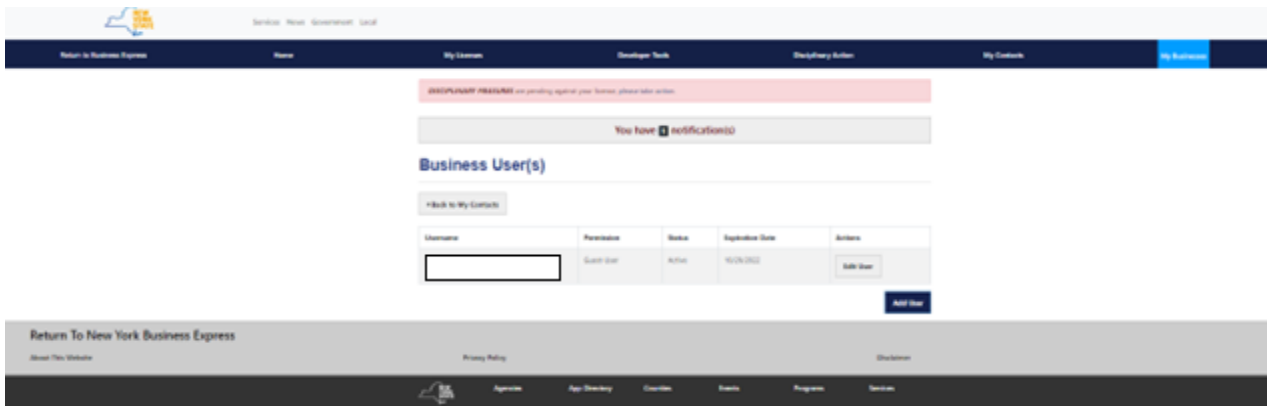
☒ Business User

Username	Password	Status	Registration Date	Actions
<input type="text"/>	<input type="password"/>	Active	10/10/2022	<input type="button" value="Edit User"/>
<input type="text"/>	<input type="password"/>	Active	10/10/2022	<input type="button" value="Edit User"/>

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3.4 User is removed from the Business User(s) page.



**Business User(s)**

[Back to My Contacts](#)

Username	Password	Status	Registration Date	Actions
<input type="text"/>	<input type="password"/>	Active	10/10/2022	<input type="button" value="Edit User"/>

[Return To New York Business Express](#)

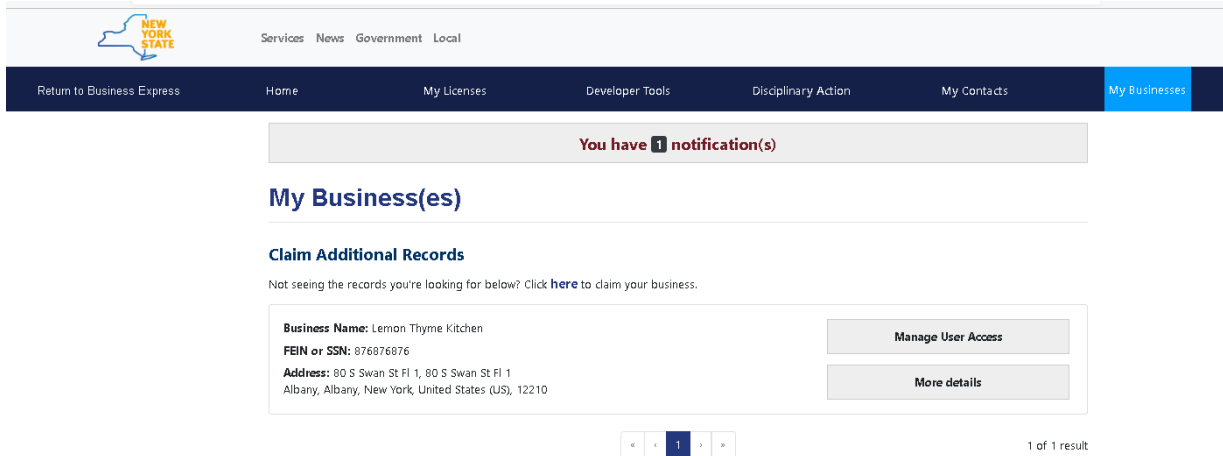
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## How to view Business details

### 1. Go to ‘My Businesses’

1.1 User goes to My Business on the SLA Portal page.



**You have 1 notification(s)**

### My Business(es)

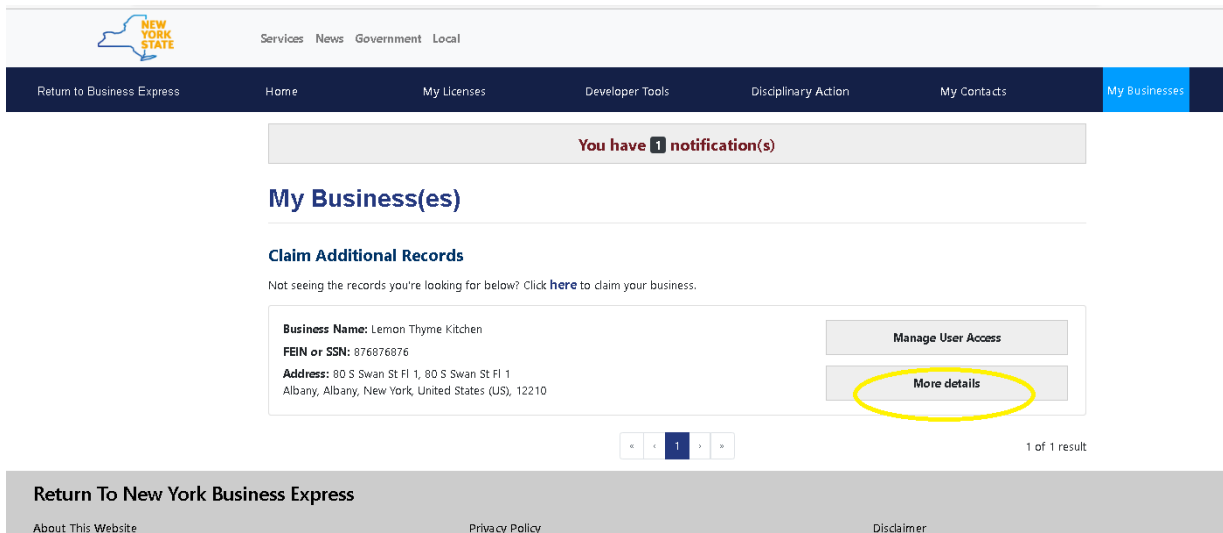
**Claim Additional Records**  
Not seeing the records you're looking for below? Click [here](#) to claim your business.

**Business Name:** Lemon Thyme Kitchen  
**FEIN or SSN:** 876876876  
**Address:** 80 S Swan St Fl 1, 80 S Swan St Fl 1  
Albany, Albany, New York, United States (US), 12210

[Manage User Access](#)  
[More details](#)

1 of 1 result

1.2 User clicks on “View Details”. The user will be directed to the Business Detail Information.



**You have 1 notification(s)**

### My Business(es)

**Claim Additional Records**  
Not seeing the records you're looking for below? Click [here](#) to claim your business.

**Business Name:** Lemon Thyme Kitchen  
**FEIN or SSN:** 876876876  
**Address:** 80 S Swan St Fl 1, 80 S Swan St Fl 1  
Albany, Albany, New York, United States (US), 12210

[Manage User Access](#)  
[More details](#)

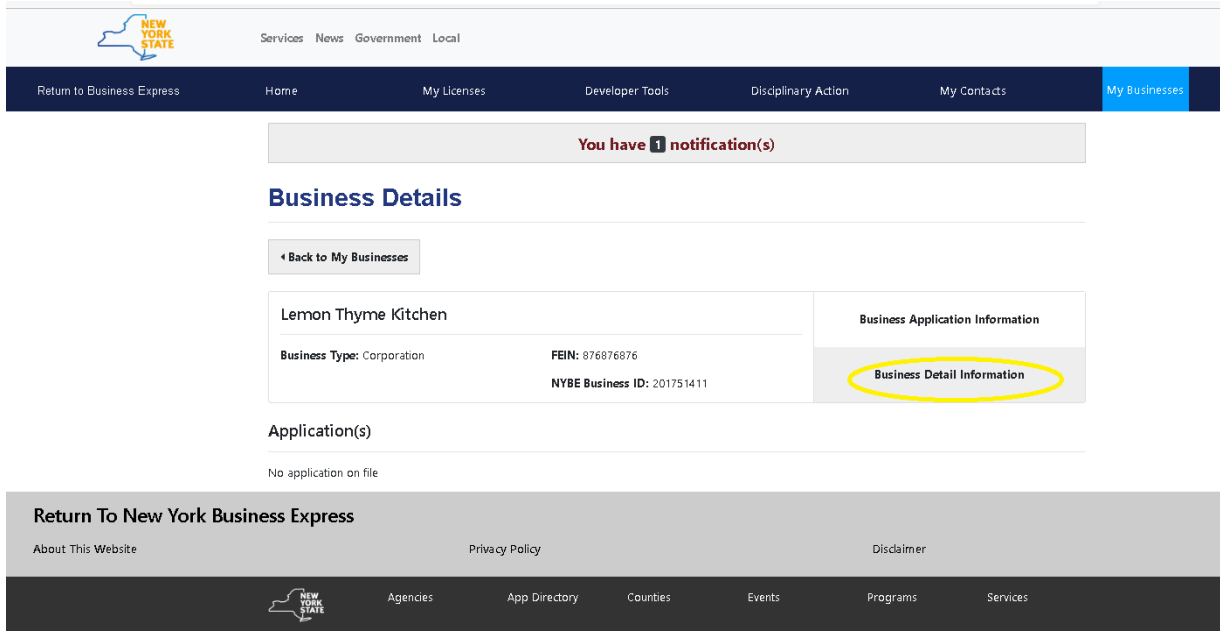
1 of 1 result

**Return To New York Business Express**

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## 2. View Business Details

2.1 Once user clicks on the Business Detail Information, the Business details will be displayed.



The screenshot shows the 'My Businesses' page on the New York State Liquor Authority website. At the top, there is a navigation bar with links: 'Return to Business Express', 'Home', 'My Licenses', 'Developer Tools', 'Disciplinary Action', 'My Contacts', and 'My Businesses' (which is highlighted). Below the navigation bar, a notification banner states 'You have 1 notification(s)'. The main heading is 'Business Details'. A button labeled 'Back to My Businesses' is visible. The business details for 'Lemon Thyme Kitchen' are displayed, including 'Business Type: Corporation', 'FEIN: 876876876', and 'NYBE Business ID: 201751411'. To the right, there is a section titled 'Business Application Information' with a sub-link 'Business Detail Information' circled in yellow. Below this, the 'Application(s)' section shows 'No application on file'. At the bottom, there is a footer with 'Return To New York Business Express' and links for 'About This Website', 'Privacy Policy', and 'Disclaimer'. The very bottom of the page features the 'Office of Information Technology Services' logo and the text 'Grants and Licensing'.

2.2 Business details is displayed.

Business Details

◀ Back to My Businesses

Lemon Thyme Kitchen

Business Type: Corporation

FEIN: 876876876

NYBE Business ID: 201751411

Business Application Information

Business Detail Information

Business Email

Management@LTK.com

Update Email

Business Phone(s)

Home Phone: (333) 222-2211

Update Phone(s)

Business Address

80 S Swan St Fl 1, fl 1  
Albany, Albany, New York, United States (US), 12210 - 8001

Update Address

Business Contact(s)

		Date of					

## How to update Business contact information

### 1. Go to Business Details information

1.1 The user goes to the Business details page and can update the information by clicking the update field.

### Business Details

[Back to My Businesses](#)

<b>Lemon Thyme Kitchen</b>		<b>Business Application Information</b>
<b>Business Type:</b> Corporation	<b>FEIN:</b> 876876876 <b>NYBE Business ID:</b> 201751411	<b>Business Detail Information</b>

**Business Email**

Management@LTK.com
 

Update Email

**Business Phone(s)**

**Home Phone:** (333) 222-2211
 

Update Phone(s)

**Business Address**

80 S Swan St Fl 1, fl 1  
 Albany, Albany, New York, United States (US), 12210 - 8001
 

Update Address

**Business Contact(s)**

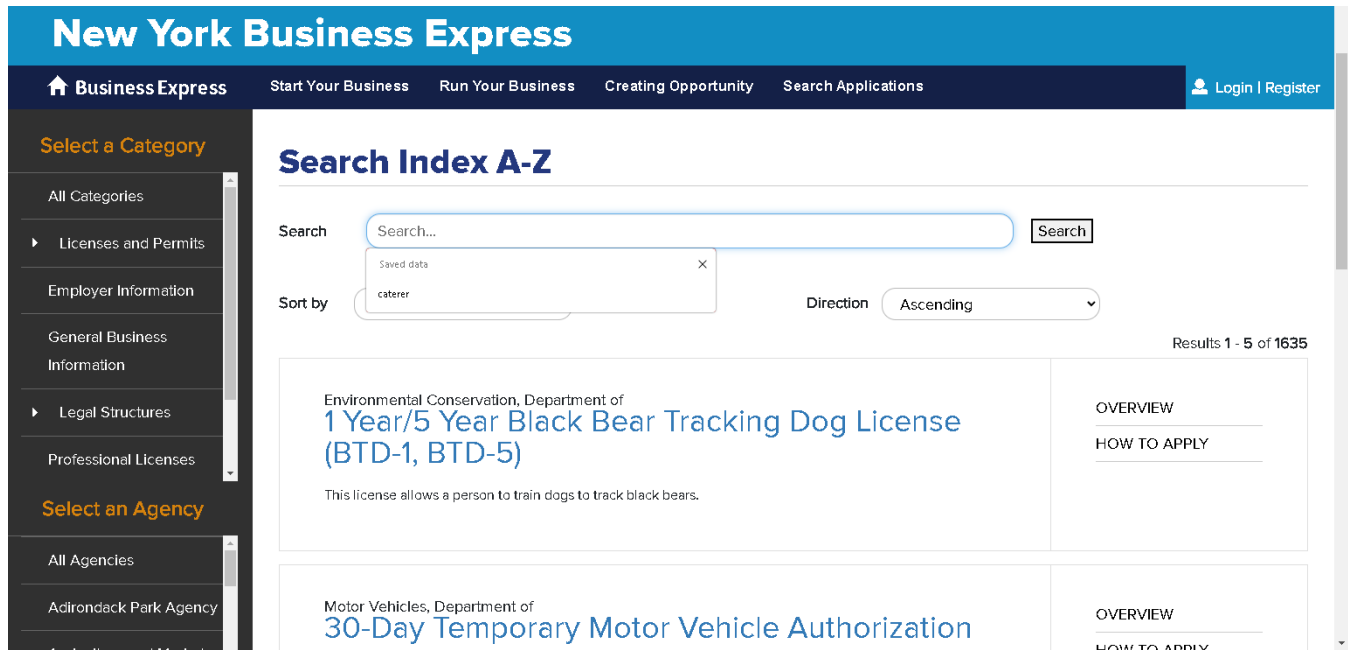
Title	Name	Date of Birth	CCN	Ownership	Address	Email	Phone

## Application Management

### How to create a new business and submit a new Application

1. Go to the NYBE index page

1.1 Enter the New York Business Express (NYBE) search Index URL in the browser.



**New York Business Express**

Business Express | Start Your Business | Run Your Business | Creating Opportunity | Search Applications | Login | Register

**Select a Category**

- All Categories
- Licenses and Permits
- Employer Information
- General Business Information
- Legal Structures
- Professional Licenses

**Select an Agency**

- All Agencies
- Adirondack Park Agency

**Search Index A-Z**

Search:

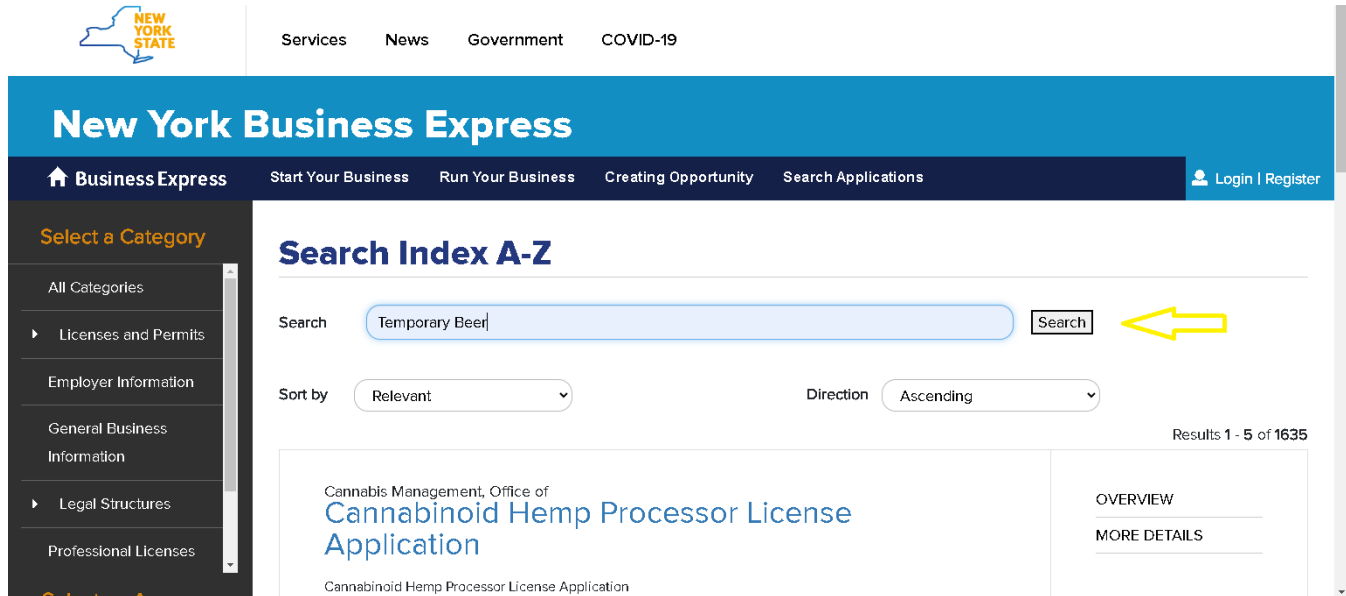
Sort by:   Direction:

Results 1 - 5 of 1635

<p>Environmental Conservation, Department of</p> <p><b>1 Year/5 Year Black Bear Tracking Dog License (BTD-1, BTD-5)</b></p> <p>This license allows a person to train dogs to track black bears.</p>	<p>OVERVIEW</p> <p>HOW TO APPLY</p>
<p>Motor Vehicles, Department of</p> <p><b>30-Day Temporary Motor Vehicle Authorization</b></p>	<p>OVERVIEW</p> <p>HOW TO APPLY</p>

## 2. Search for the License/Permit Application

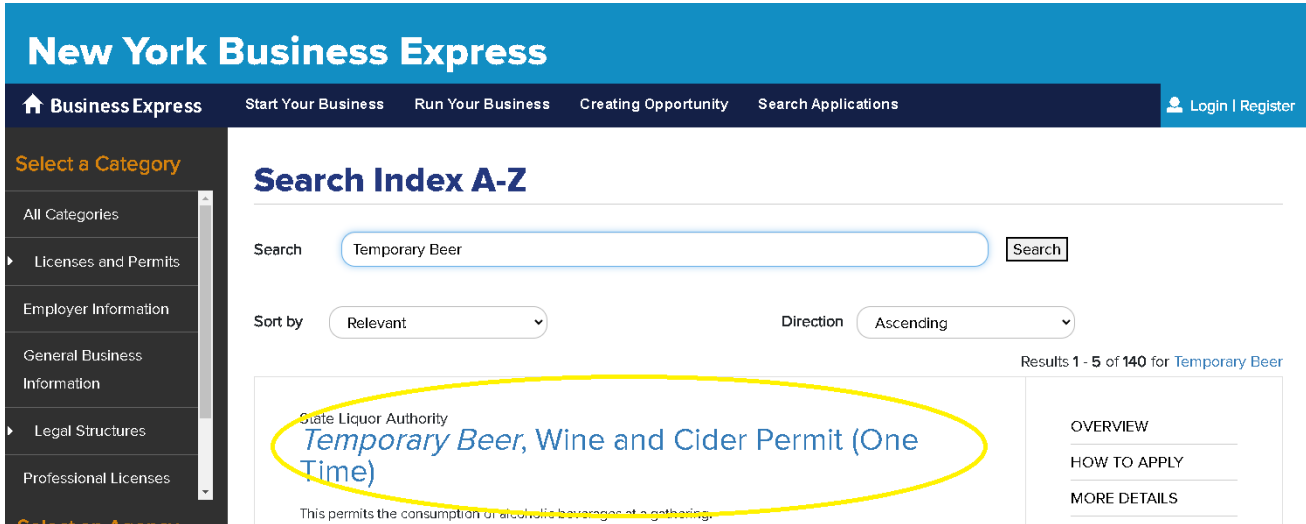
2.1 Input the Permit name in the search box and click on the search button.



The screenshot shows the New York Business Express website. At the top, there is a navigation bar with links for Services, News, Government, and COVID-19. Below this is a blue header for 'New York Business Express' with a home icon and links for Business Express, Start Your Business, Run Your Business, Creating Opportunity, and Search Applications. A 'Login | Register' link is also present. On the left, there is a 'Select a Category' sidebar with options like All Categories, Licenses and Permits, Employer Information, General Business Information, Legal Structures, and Professional Licenses. The main content area is titled 'Search Index A-Z' and features a search bar with the text 'Temporary Beer' and a 'Search' button. A yellow arrow points to the 'Search' button. Below the search bar, there are dropdown menus for 'Sort by' (set to 'Relevant') and 'Direction' (set to 'Ascending'). The search results show 'Results 1 - 5 of 1635'. The first result is 'Cannabis Management, Office of Cannabinoid Hemp Processor License Application', with a link to 'Cannabinoid Hemp Processor License Application'. To the right of the result, there are links for 'OVERVIEW' and 'MORE DETAILS'.

### 3. Select the Permit from results

3.1 Select the relevant permit from the search result list and click on the permit



The screenshot shows the 'New York Business Express' website. The header includes the site name and navigation links: 'Business Express', 'Start Your Business', 'Run Your Business', 'Creating Opportunity', and 'Search Applications'. A 'Login | Register' link is in the top right. A left sidebar titled 'Select a Category' lists various business categories, with 'Licenses and Permits' selected. The main content area is titled 'Search Index A-Z' and features a search bar with 'Temporary Beer' entered. Below the search bar are dropdown menus for 'Sort by' (set to 'Relevant') and 'Direction' (set to 'Ascending'). The search results show 'Results 1 - 5 of 140 for Temporary Beer'. The first result, 'Temporary Beer, Wine and Cider Permit (One Time)', is circled in yellow. To the right of the result are links for 'OVERVIEW', 'HOW TO APPLY', and 'MORE DETAILS'. Below the result title, a brief description states: 'This permits the consumption of alcoholic beverages at a gathering.'

## 4. Review Permit Information and click “Apply Online”

### 4.1 In the permit description page click on Apply online button

Applicants must provide a copy of the NYS Gaming Commission certificate with the application; The ABC Law limits the number of Temporary Beer, Wine and Cider permits that can be issued for a location to four (4) permits during a 12 month period; No person shall sell, deliver or give away or cause or permit or procure to be sold, delivered or given away any alcoholic beverages to any person, actually or apparently under the age of twenty-one years; No child, actually or apparently under the age of 16 years will be admitted to the premises at which event is held unless accompanied by their parent or guardian or by an adult person authorized by its parent or guardian, as provided by Section 260.20 of the Penal Law; No sale or service of alcoholic beverages shall be made during the hours prohibited by the provisions of Section 106(5) of the ABC Law or by rule of the county government having jurisdiction in the county in which the event is held; No alcoholic beverages may be sold, served or consumed in any area where bingo is played; Alcoholic beverages must be purchased from a licensed brewer, winery, or wholesaler ONLY, and not from a retail licensee; A separate permit is required for each point of sale for each date. The permit must be on display at the event.

[NYS Alcoholic Beverage Control Law, Section 97](#)

### How to Apply

1. See form below.

**Apply Online**

### Form(s)

NAME	FORM NUMBER	FORM AND INSTRUCTIONS AVAILABLE
Special Event Permit Application (Code: TP-820)	SLA Form: SEP1011	

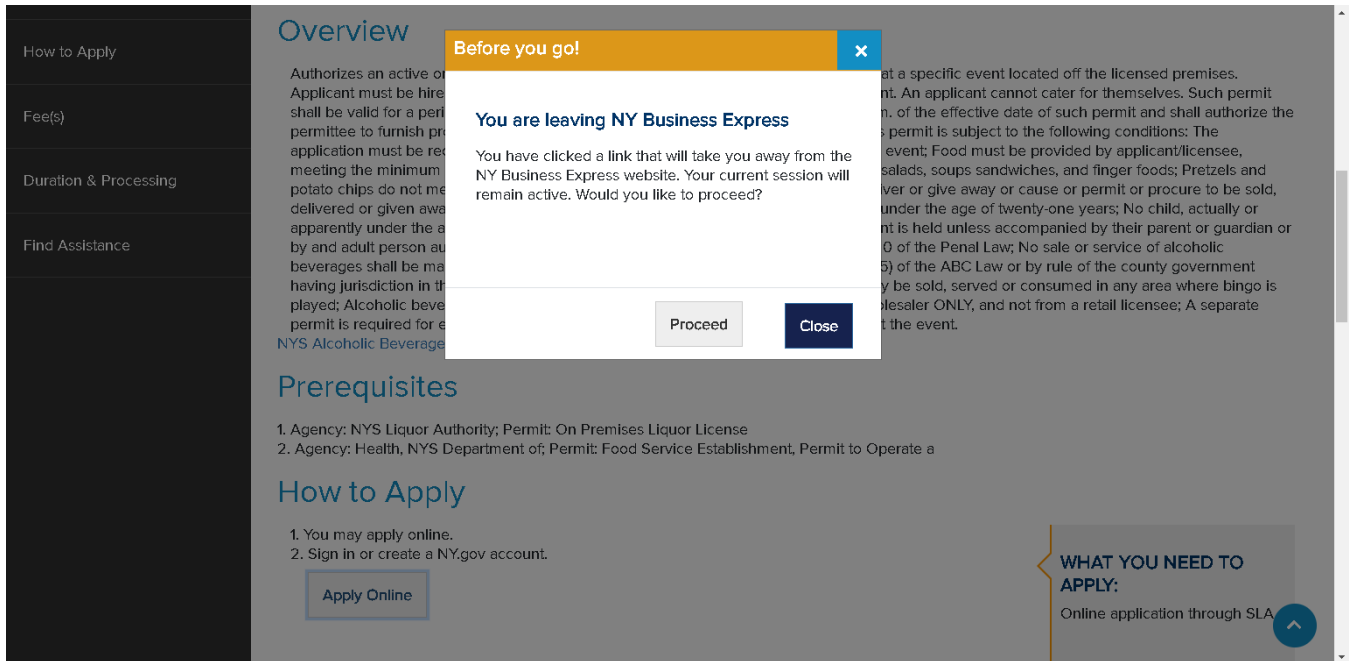
### Required Fees

TYPE	REFUNDABLE	AMOUNT	COMMENTS
Filing	No	\$10	
License/Permit	Yes	\$26	



## 5. Review redirect message

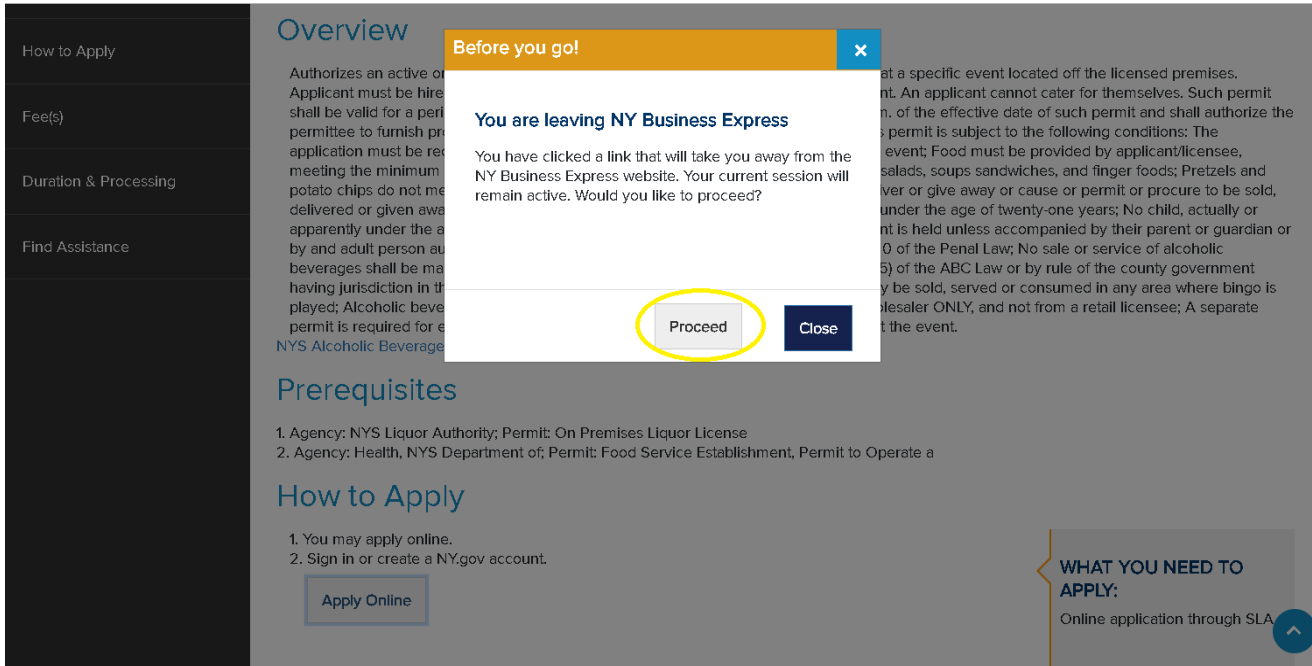
5.1 Clicking on Apply online button will display a message to user that they are being redirected from NYBE page.



The screenshot shows the 'Overview' page of the NY State Liquor Authority website. A modal window titled 'Before you go!' is displayed, containing the message: 'You are leaving NY Business Express. You have clicked a link that will take you away from the NY Business Express website. Your current session will remain active. Would you like to proceed?'. The modal has 'Proceed' and 'Close' buttons. The background page includes a sidebar with links like 'How to Apply', 'Fee(s)', 'Duration & Processing', and 'Find Assistance'. The main content area has sections for 'Overview', 'Prerequisites', and 'How to Apply', with an 'Apply Online' button highlighted. A 'WHAT YOU NEED TO APPLY:' section is also visible on the right.

## 6. Proceed to Permit Page

6.1 Click on Proceed button to be redirected to Temporary Beer/Wine permit page.



The screenshot shows the 'Overview' page of the NY Business Express website. A modal dialog box titled 'Before you go!' is displayed, asking if the user wants to proceed after clicking a link that will take them away from the website. The 'Proceed' button is circled in yellow. The background content includes a sidebar with links like 'How to Apply', 'Fee(s)', 'Duration & Processing', and 'Find Assistance'. The main content area has sections for 'Overview', 'Prerequisites', 'How to Apply', and 'WHAT YOU NEED TO APPLY:'.

**Overview**

Authorizes an active or...  
Applicant must be hire...  
shall be valid for a per...  
permittee to furnish pr...  
application must be re...  
meeting the minimum...  
potato chips do not me...  
delivered or given awa...  
apparently under the a...  
by and adult person au...  
beverages shall be ma...  
having jurisdiction in th...  
played; Alcoholic beve...  
permit is required for e...  
NYS Alcoholic Beverage

**Before you go!**

**You are leaving NY Business Express**

You have clicked a link that will take you away from the NY Business Express website. Your current session will remain active. Would you like to proceed?

**Proceed** **Close**

**Prerequisites**

1. Agency: NYS Liquor Authority; Permit: On Premises Liquor License
2. Agency: Health, NYS Department of; Permit: Food Service Establishment, Permit to Operate a

**How to Apply**

1. You may apply online.
2. Sign in or create a NY.gov account.


**Apply Online**

**WHAT YOU NEED TO APPLY:**

Online application through SLA

## 7. Log in to NY Gov Portal

7.1 User is redirected to the NY.gov login page to login to the portal

[Services](#) [News](#) [Government](#) [Local](#)

[Return to Business Express](#) [Log In](#)

[Login to mylicense.ny.gov](#)


[Register Here](#) [I forgot my username](#) [I forgot my password](#)

[To apply online Login or Register with NY.gov](#)


If you are having difficulty registering your business please call the NYS Business Information Center at 518-485-5000. Monday through Friday 8:30am – 4:30pm for assistance

### Return To New York Business Express

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7.2 Click on Login link to login to NY.gov and sign on to the portal.

 [Services](#) [News](#) [Government](#) [Local](#)

[Return to Business Express](#) [Log In](#)

[Login to mylicense.ny.gov](#)


[Register Here](#) [I forgot my username](#) [I forgot my password](#)

To apply online Login or Register with NY.gov

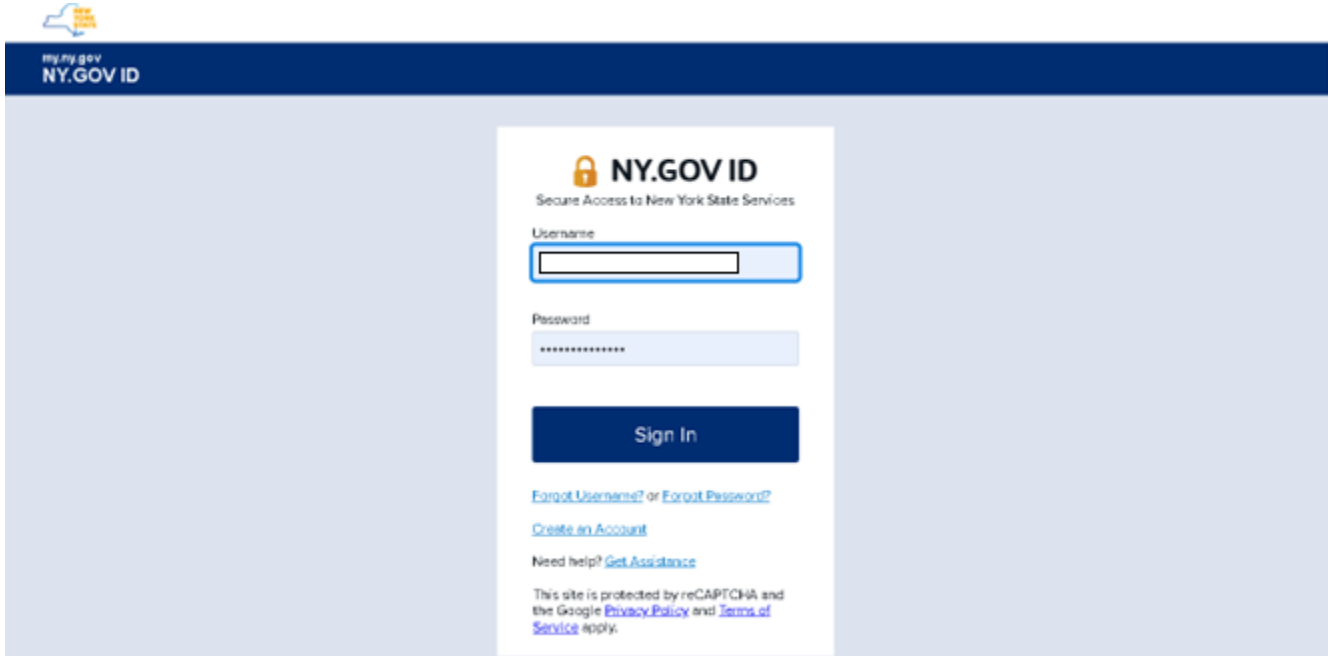
If you are having difficulty registering your business please call the NYS Business Information Center at 518-485-5000. Monday through Friday 8:30am – 4:30pm for assistance

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7.3 Enter the NY.gov User ID and password and click on Sign In button



The screenshot shows the NY.GOV ID login interface. At the top left, there is a small "my.ny.gov" logo and the text "NY.GOV ID". The main content area is a white box centered on a light blue background. Inside this box, at the top, is a lock icon followed by "NY.GOV ID" and the subtitle "Secure Access to New York State Services". Below this are two input fields: "Username" and "Password". The "Username" field is highlighted with a blue border. Below the "Password" field is a "Sign In" button. At the bottom of the white box, there are links for "Forgot Username?" or "Forgot Password?", "Create an Account", and "Need help? Get Assistance". A footer note states: "This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply."

8. Selecting the Business

8.1 User will be redirected to their business dashboard. User can select the valid business and start the application by clicking on Start Application button. User can also start with a new business by selecting the My Business is not Listed radio button



Services

News

Government

Local

Return to Business Express

Home

My Licenses

Developer Tools

Disciplinary Action

My Contacts

My Businesses

Select a Business

To start this application using an existing SLA business associated with your account, please select a business from below. To continue as a new business, select "My business is not listed".

If you have previously done business with SLA and your business is not listed below, please claim your business [here](#).

**My Businesses**

Legal Name	Entity Type	FEIN/SSN	Select
Lemon Thyme Kitchen	Corporation	234234234	<input type="radio"/>
My business is not listed			<input checked="" type="radio"/>

Cancel

Start Application

Return To New York Business Express

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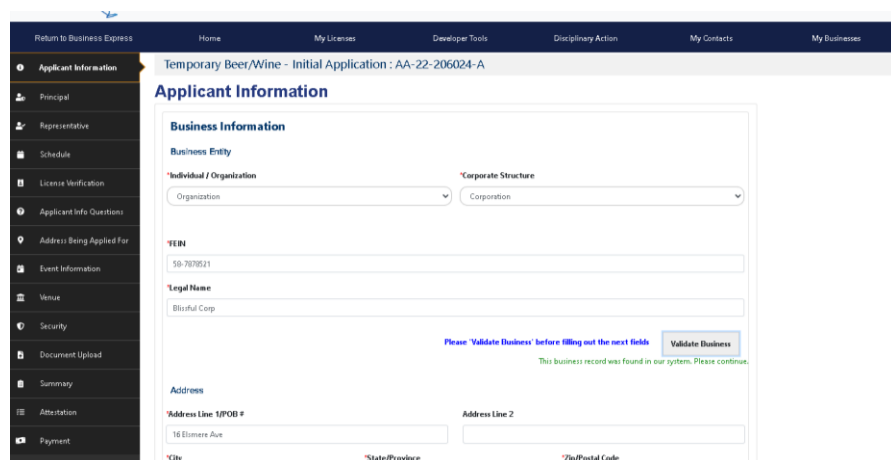
## 9. Complete License Verification (if required)

9.1 Some permits require license verification. Select a valid permit from the list and click “Start Application” to continue. If License verification is not required, then proceed to step 10.

## 10. Complete the Applicant Information Section

10.1 Enter the Applicant Information fields. All fields marked with red star is mandatory.

10.1.1 After entering the new Business information click on the Validate Business to check if the business exists (for new businesses only)



Return to Business Express Home My Licenses Developer Tools Disciplinary Action My Contacts My Businesses

Temporary Beer/Wine - Initial Application : AA-22-206024-A

### Applicant Information

#### Business Information

**Business Entity**

\*Individual / Organization Corporate Structure

Organization Corporation

**TIN**

59-7070521

**Legal Name**

Blossful Corp

Please Validate Business before filling out the next fields. Validate Business

This business record was found in our system. Please continue.

**Address**

\*Address Line 1/POB # Address Line 2

16 Elmore Ave

\*City \*State/Province \*Zip/Postal Code

10.1.2 After entering the address information click on the validate address to check if the address is validated.

Document Upload
Summary
Attestation
Payment

Temporary Beer/Wine - Initial Application : AA-22-206024-A

\*Address Line 1/POB #
16 Elsmere Ave

Address Line 2

\*City
Delmar

\*State/Province
New York

\*Zip/Postal Code
12054

Zip+4
2118

\*County
Albany

\*Country/Region
United States (US)

Validate Address

Communication

Phone

\*Phone Number Type
Mobile

\*Country Code
###

\*Contact Phone Number
###-###-####

Extension

Add More

\*Email

\*Confirm Email

Business Website



10.1.3 Enter the Communication section and the premises information and validate address once again.

Temporary Beer/Wine - Initial Application : AA-22-206024-A

Address

Use Business Address

\*Address Line 1/POB # Address Line 2

16 Elsmere Ave

\*City \*State/Province \*Zip/Postal Code

Delmar New York 12054

Zip+4 \*County \*Country/Region

2118 Albany United States (US)

Validate Address

Phone

\*Phone Number Type \*Country Code \*Contact Phone Number Extension

Mobile #####

Add More

Back Save & Continue

10.2 Save and Continue the Applicant Information to move to the next section.

10.2.1 Once the address is validated, click on save and continue. This will take you to the principal section of the Application.

Temporary Beer/Wine - Initial Application : AA-22-206026-A

16 Elsmere Ave

\*City \*State/Province \*Zip/Postal Code

Delmar New York 12054

Zip+4 \*County \*Country/Region

2118 Albany United States (US)

Validate Address

Phone

\*Phone Number Type \*Country Code \*Contact Phone Number Extension

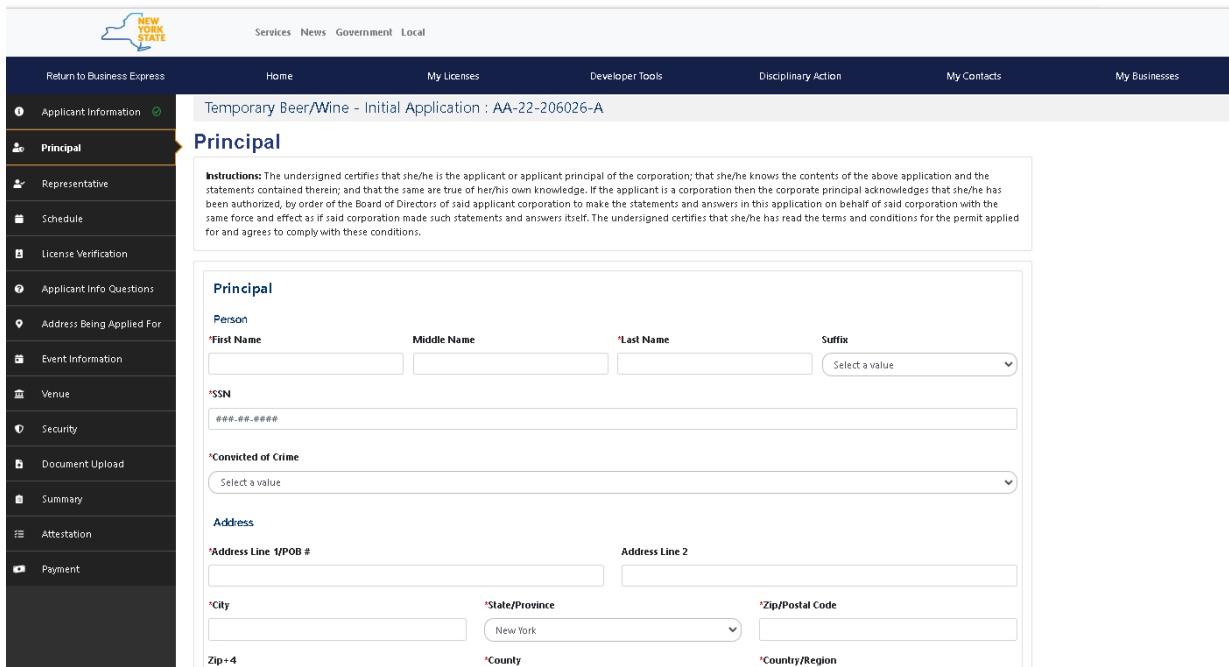
Mobile 001 518-457-8787

Add More

Back Save & Continue

## 11. Complete the Principal Section

11.1 Once the user clicks “Save and Continue”, the page is directed to the Principal section of the application. All fields marked with red star are mandatory.



The screenshot displays the 'Principal' section of the 'Temporary Beer/Wine - Initial Application : AA-22-206026-A' form. The interface includes a top navigation bar with links like 'Return to Business Express', 'Home', 'My Licenses', 'Developer Tools', 'Disciplinary Action', 'My Contacts', and 'My Businesses'. A left sidebar lists application steps: 'Applicant Information', 'Principal' (selected), 'Representative', 'Schedule', 'License Verification', 'Applicant Info Questions', 'Address Being Applied For', 'Event Information', 'Venue', 'Security', 'Document Upload', 'Summary', 'Attestation', and 'Payment'. The main content area for the 'Principal' section contains an 'Instructions' box and a form with the following fields:

- Person**
  - \*First Name
  - Middle Name
  - \*Last Name
  - Suffix (dropdown menu)
- \*SSN (format: ###-##-####)
- \*Convicted of Crime (dropdown menu)
- Address**
  - \*Address Line 1/POB #
  - Address Line 2
  - \*City
  - \*State/Province (dropdown menu, currently showing 'New York')
  - \*Zip/Postal Code
  - Zip + 4
  - \*County
  - \*Country/Region

## 11.2 Enter the Principal Information fields

### 11.2.1 Enter the Person's Information fields and validate address.

Temporary Beer/Wine - Initial Application : AA-22-206026-A

**Principal**

**Person**

\*First Name Middle Name \*Last Name Suffix

\*SSN

\*Convicted of Crime

**Address**

\*Address Line 1/POB # Address Line 2

\*City \*State/Province \*Zip/Postal Code

Zip +4 \*County \*Country/Region

**Validate Address**

### 11.2.2 Enter the Communications information fields and click Save and continue.

Temporary Beer/Wine - Initial Application : AA-22-206026-A

**Communication**

**Phone**

\*Phone Number Type \*Country Code \*Contact Phone Number Extension

**Add More**

\*Email \*Confirm Email

\*Principal Title

**Add More**

**Back Save & Continue**

## 12. Optionally complete the Representative Information section

12.1 If filing on behalf of the applicant, complete the Representative section. Once filling the information, click on “Save and Continue”, The page is directed to the Schedule section of the business.

Temporary Beer/Wine - Initial Application : AA-22-206026-A

Phone Number Type

Country Code

Phone

Phone Extension

Mobile

####

####-####-####

Add More

Contact Type

Subject of Appearance

Other Description

Are You Being Compensated?

Yes

No

Back

Save & Continue

## 13. Complete the Schedule section

13.1 Enter the date for the event, click Add Date(s), and complete the form. (On the schedule page there is also a list of County closing hours which will help the user in scheduling the time of the event based on the county of event)

Representative

Schedule

License Verification

Applicant Info Questions

Address Being Applied For

Event Information

Venue

Security

Document Upload

Summary

Attestation

Payment

Temporary Beer/Wine - Initial Application : AA-22-206026-A

Date of Event

10/29/2022

Rain Date

11/05/2022

Number of bars or stands serving alcoholic beverages:

2

Start Time of Event

12:30 PM

End Time of Event

07:30 PM

Add More

Back

Save & Continue


Exit Application

Return To New York Business Express

About This Website

Privacy Policy

Disclaimer



Agencies

App Directory

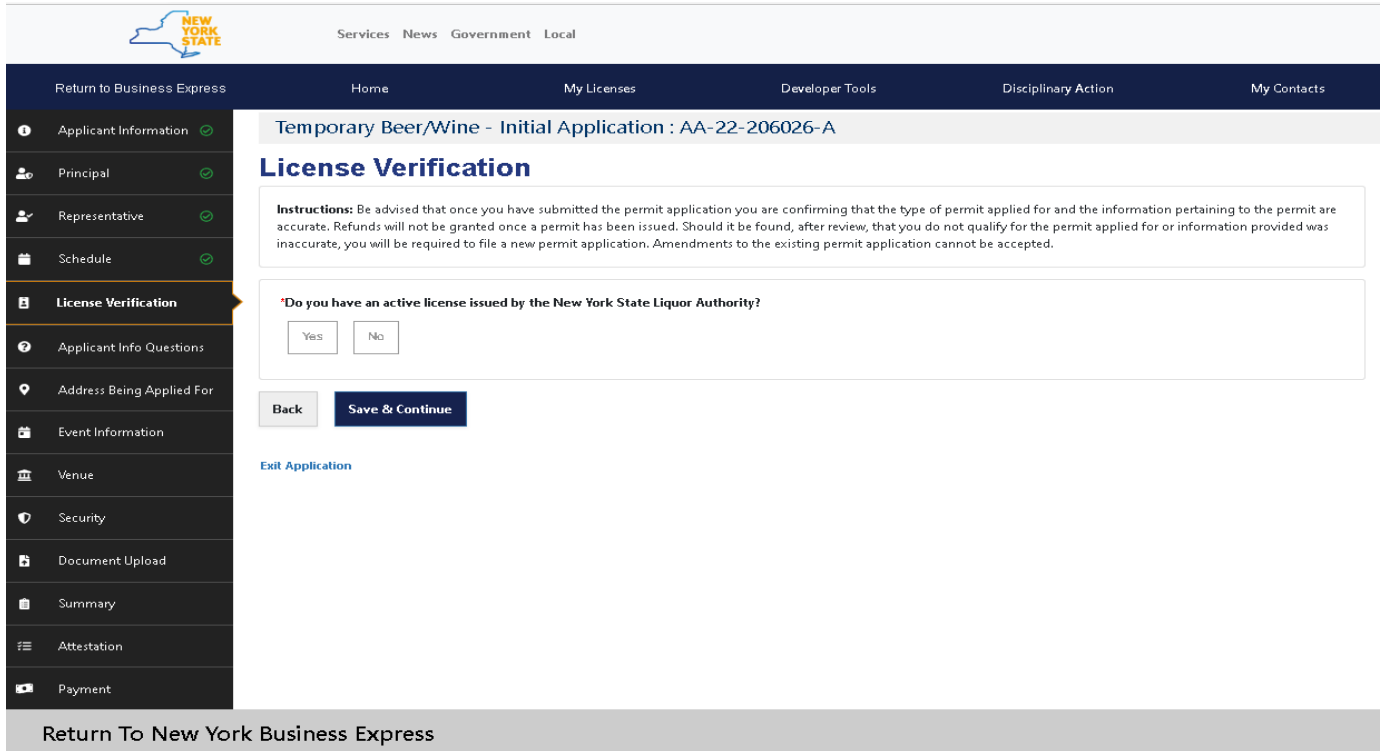
Counties

Events

Programs

Services

13.2 Once the user clicks on “Save and Continue”, the page is directed to the License Verification page (if License Verification was required at the start of the application, this section is prefilled and uneditable).



The screenshot displays the New York State Liquor Authority application interface. The top navigation bar includes links for Services, News, Government, and Local. The main navigation bar features links for Return to Business Express, Home, My Licenses, Developer Tools, Disciplinary Action, and My Contacts. The left sidebar lists various application steps, with 'License Verification' currently selected and highlighted. The main content area shows the 'Temporary Beer/Wine - Initial Application : AA-22-206026-A' and the 'License Verification' section. This section includes instructions, a question about having an active license, 'Yes' and 'No' radio buttons, and 'Back' and 'Save & Continue' buttons. A footer bar at the bottom contains the text 'Return To New York Business Express'.

**NEW YORK STATE OF OPPORTUNITY**

Services News Government Local

Return to Business Express Home My Licenses Developer Tools Disciplinary Action My Contacts

Applicant Information ✓

Principal ✓

Representative ✓

Schedule ✓

**License Verification**

Applicant Info Questions

Address Being Applied For

Event Information

Venue

Security

Document Upload

Summary

Attestation

Payment

**Temporary Beer/Wine - Initial Application : AA-22-206026-A**

**License Verification**

**Instructions:** Be advised that once you have submitted the permit application you are confirming that the type of permit applied for and the information pertaining to the permit are accurate. Refunds will not be granted once a permit has been issued. Should it be found, after review, that you do not qualify for the permit applied for or information provided was inaccurate, you will be required to file a new permit application. Amendments to the existing permit application cannot be accepted.

**\*Do you have an active license issued by the New York State Liquor Authority?**

☐ Yes ☐ No

**Back Save & Continue**

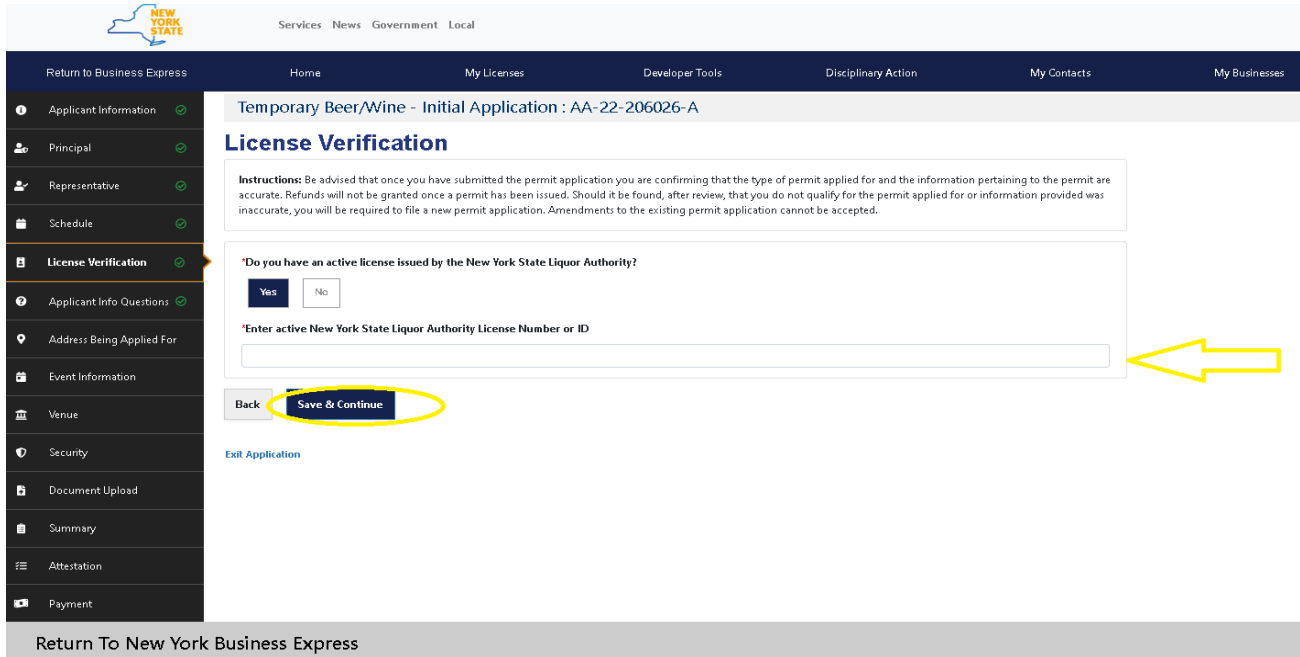
[Exit Application](#)


**Return To New York Business Express**

## 14. Complete the License Verification Page







### 14.1 Fill in the active license permit section.

14.1.1 optionally if they have an active license issued by New York State Liquor Authority, the user can provide the License Number



 Services News Government Local

Return to Business Express Home My Licenses Developer Tools Disciplinary Action My Contacts My Businesses

Applicant Information  Principal  Representative  Schedule  **License Verification ** Applicant Info Questions  Address Being Applied For Event Information Venue Security Document Upload Summary Attestation Payment

Temporary Beer/Wine - Initial Application : AA-22-206026-A

### License Verification

**Instructions:** Be advised that once you have submitted the permit application you are confirming that the type of permit applied for and the information pertaining to the permit are accurate. Refunds will not be granted once a permit has been issued. Should it be found, after review, that you do not qualify for the permit applied for or information provided was inaccurate, you will be required to file a new permit application. Amendments to the existing permit application cannot be accepted.

**\*Do you have an active license issued by the New York State Liquor Authority?**

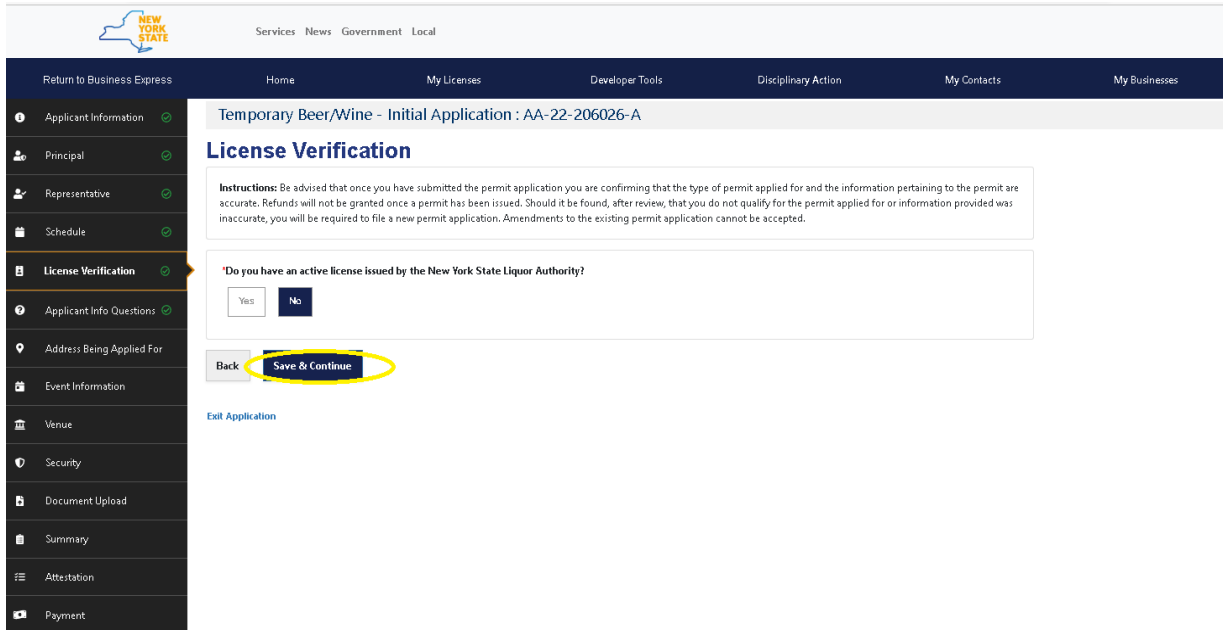
☒ Yes ☐ No

**\*Enter active New York State Liquor Authority License Number or ID**

[Back](#) **Save & Continue** [Exit Application](#)

Return To New York Business Express

14.1.2 If the user does not have an active license issued by the New York State Liquor Authority, the user selects “No” and click on “Save and Continue “and the page will be directed to “Applicant Info Questions”.

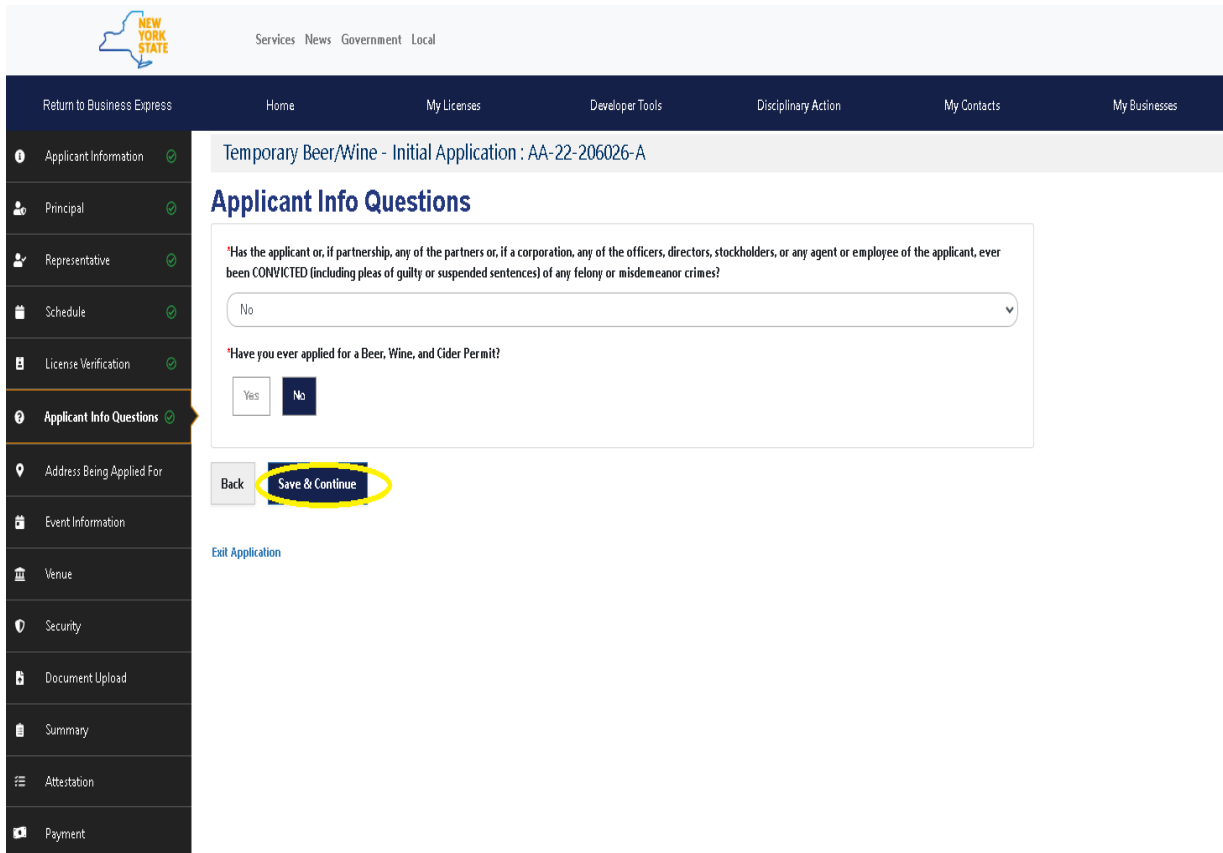


The screenshot shows the New York State Liquor Authority application portal. The top navigation bar includes links for Services, News, Government, and Local. The main header features a dark blue bar with links: Return to Business Express, Home, My Licenses, Developer Tools, Disciplinary Action, My Contacts, and My Businesses. A left sidebar lists application steps: Applicant Information, Principal, Representative, Schedule, License Verification (highlighted with a yellow arrow), Applicant Info Questions, Address Being Applied For, Event Information, Venue, Security, Document Upload, Summary, Attestation, and Payment. The main content area is titled "Temporary Beer/Wine - Initial Application : AA-22-206026-A" and "License Verification". It contains instructions about the permit application and a question: "Do you have an active license issued by the New York State Liquor Authority?". Below the question are "Yes" and "No" buttons. The "No" button is selected. At the bottom of the form, there are "Back" and "Save & Continue" buttons, with "Save & Continue" circled in yellow. An "Exit Application" link is also visible.



## 15. Complete the Applicant Info Questions

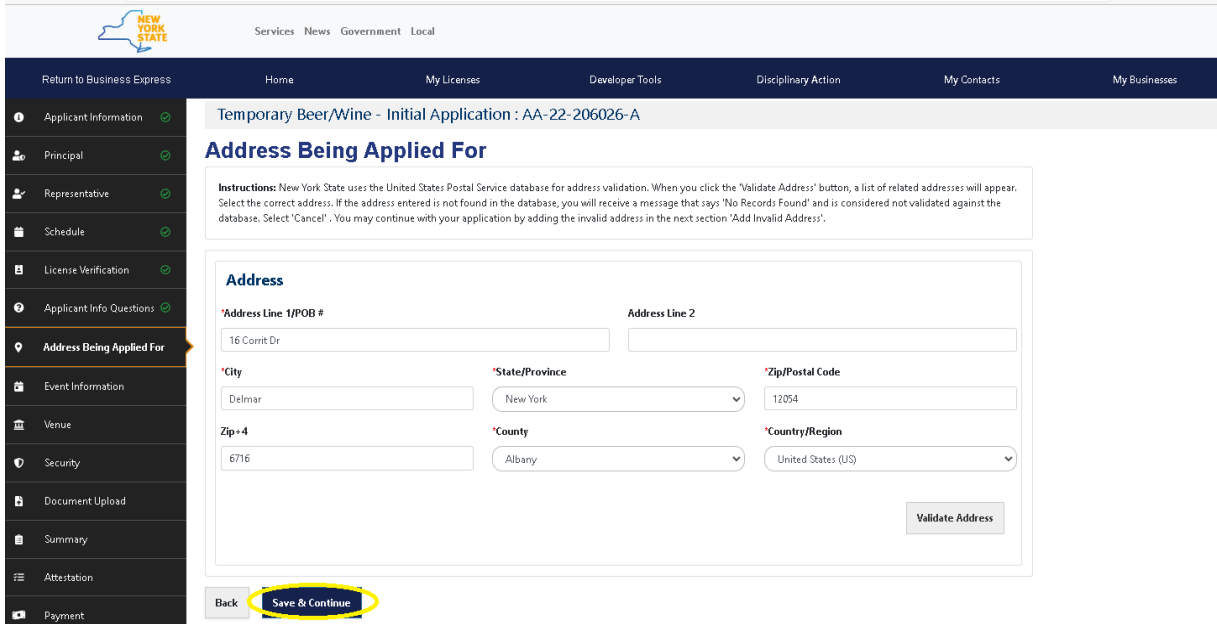
15.1 The user completes the Applicant Info Questions and clicks “Save and Continue”. This will direct the page to the “Address Being Applied For” section.



The screenshot shows the New York State Liquor Authority website interface. The top navigation bar includes links for Services, News, Government, and Local. Below this is a dark blue header with links: Return to Business Express, Home, My Licenses, Developer Tools, Disciplinary Action, My Contacts, and My Businesses. A sidebar on the left lists various application steps: Applicant Information, Principal, Representative, Schedule, License Verification, Applicant Info Questions (highlighted with a yellow arrow), Address Being Applied For, Event Information, Venue, Security, Document Upload, Summary, Attestation, and Payment. The main content area is titled "Temporary Beer/Wine - Initial Application : AA-22-206026-A" and "Applicant Info Questions". It contains two questions: "Has the applicant or, if partnership, any of the partners or, if a corporation, any of the officers, directors, stockholders, or any agent or employee of the applicant, ever been CONVICTED (including pleas of guilty or suspended sentences) of any felony or misdemeanor crimes?" with a dropdown menu showing "No", and "Have you ever applied for a Beer, Wine, and Cider Permit?" with "Yes" and "No" buttons. At the bottom of the form are "Back" and "Save & Continue" buttons, with the latter circled in yellow. A link for "Exit Application" is also present.

## 16. Complete the Address Being Applied For section

16.1 The user completes the Address being applied for section and clicks on “Save & Continue”. This will direct the page to the Event Information page.



The screenshot displays the New York State Liquor Authority application interface. The top navigation bar includes links for Services, News, Government, and Local. The main navigation menu on the left lists various application steps: Applicant Information, Principal, Representative, Schedule, License Verification, Applicant Info Questions, Address Being Applied For (highlighted), Event Information, Venue, Security, Document Upload, Summary, Attestation, and Payment. The main content area is titled 'Temporary Beer/Wine - Initial Application : AA-22-206026-A' and 'Address Being Applied For'. It contains instructions for address validation and a form with fields for Address Line 1/POB #, Address Line 2, City, State/Province, Zip/Postal Code, Zip+4, County, and Country/Region. A 'Validate Address' button is present. At the bottom, there are 'Back' and 'Save & Continue' buttons, with the latter being highlighted by a yellow circle.

**Address Being Applied For**

**Instructions:** New York State uses the United States Postal Service database for address validation. When you click the 'Validate Address' button, a list of related addresses will appear. Select the correct address. If the address entered is not found in the database, you will receive a message that says 'No Records Found' and is considered not validated against the database. Select 'Cancel'. You may continue with your application by adding the invalid address in the next section 'Add Invalid Address'.

**Address**

\*Address Line 1/POB # Address Line 2

16 Corrit Dr

\*City \*State/Province \*Zip/Postal Code

Delmar New York 12054

Zip+4 \*County \*Country/Region

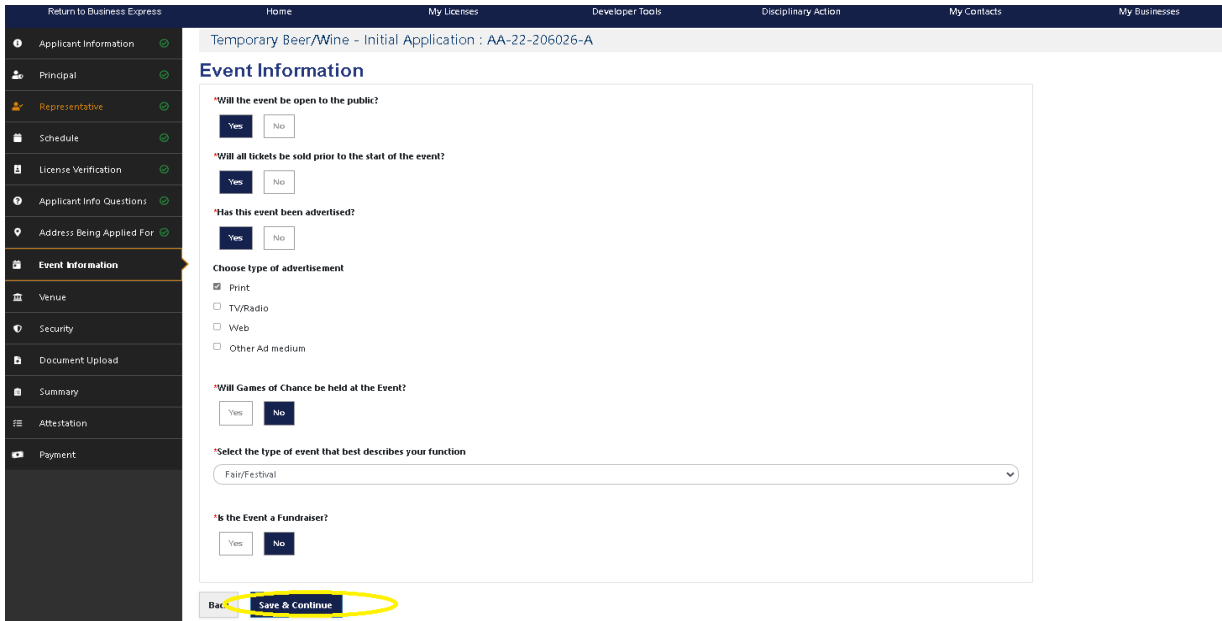
6716 Albany United States (US)

[Validate Address](#)

[Back](#) [Save & Continue](#)

## 17. Complete the Event Information page

17.1 The user completes the Event Information page and clicks on “Save and Continue”. This will direct the page to the Venue section of the business,



Return to Business Express Home My Licenses Developer Tools Disciplinary Action My Contacts My Businesses

Temporary Beer/Wine - Initial Application : AA-22-206026-A

### Event Information

\*Will the event be open to the public?  
☒ Yes ☐ No

\*Will all tickets be sold prior to the start of the event?  
☒ Yes ☐ No

\*Has this event been advertised?  
☒ Yes ☐ No

Choose type of advertisement  
☒ Print  
☐ TV/Radio  
☐ Web  
☐ Other Ad medium

\*Will Games of Chance be held at the Event?  
☐ Yes ☒ No

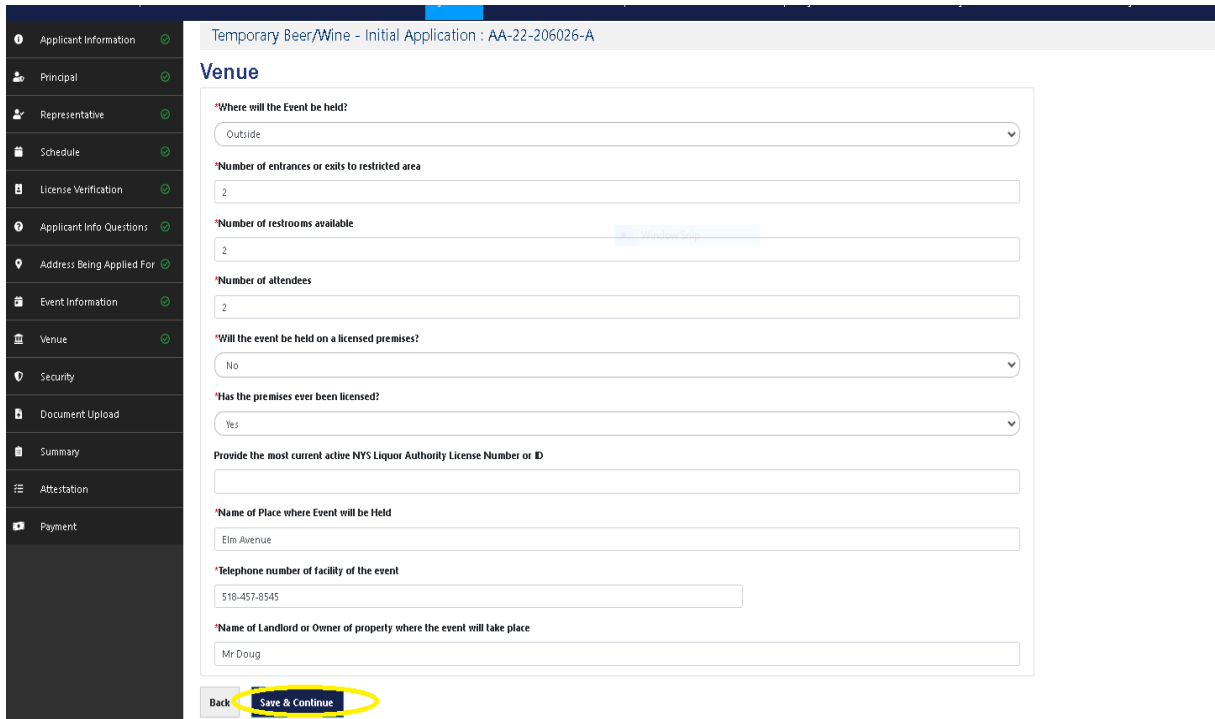
\*Select the type of event that best describes your function  
 Fair/Festival

\*Is the Event a Fundraiser?  
☐ Yes ☒ No

Back Save & Continue

## 18. Complete the Venue section of the application

18.1 The user completes the Venue section of the application and clicks on “Save and Continue”. This will direct the page to the Security section of the application.



Temporary Beer/Wine - Initial Application : AA-22-206026-A

### Venue

\*Where will the Event be held?

\*Number of entrances or exits to restricted area

\*Number of restrooms available  
 [Window Snap](#)

\*Number of attendees

\*Will the event be held on a licensed premises?

\*Has the premises ever been licensed?

Provide the most current active NYS Liquor Authority License Number or ID

\*Name of Place where Event will be Held

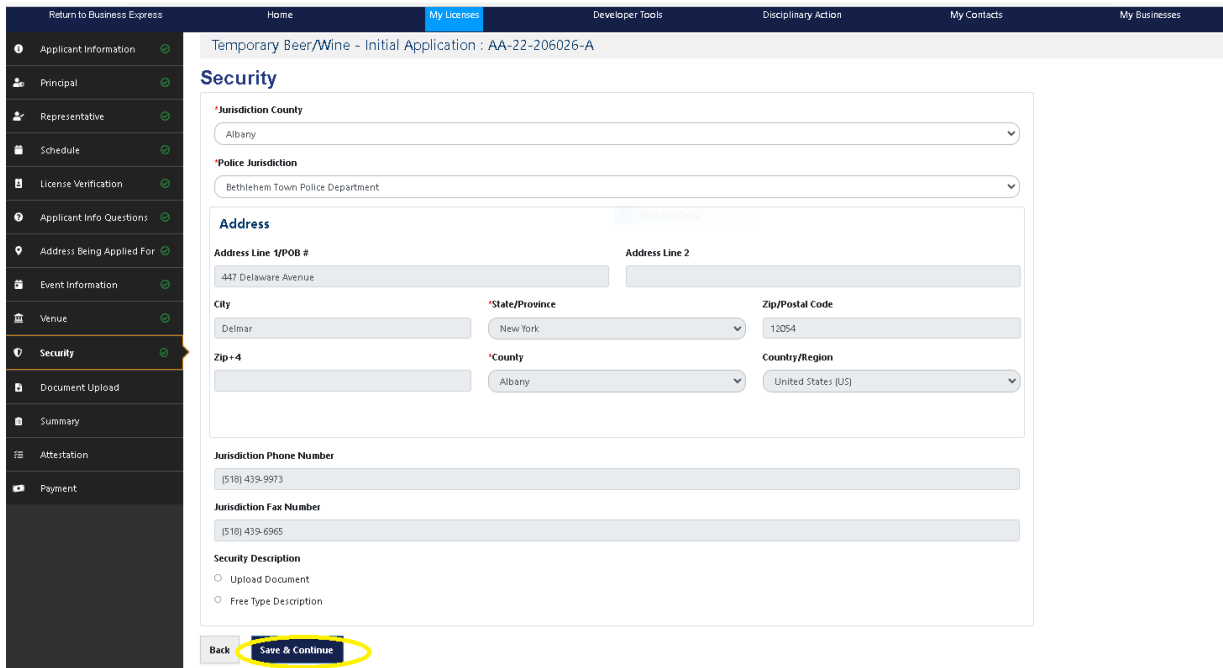
\*Telephone number of facility of the event

\*Name of Landlord or Owner of property where the event will take place

Back **Save & Continue**

## 19. Complete the Security section

19.1 The user completes the security section of the application and clicks on “Save and continue”. This will direct the page to the Document Upload section.



Return to Business Express Home **My Licenses** Developer Tools Disciplinary Action My Contacts My Businesses

Temporary Beer/Wine - Initial Application : AA-22-206026-A

### Security

**\*Jurisdiction County**  
Albany

**\*Police Jurisdiction**  
Bethlehem Town Police Department

**Address**

Address Line 1/POB # Address Line 2  
447 Delaware Avenue

City Delmar **\*State/Province** New York **Zip/Postal Code** 12054

**Zip+4** **\*County** Albany **Country/Region** United States (US)

**Jurisdiction Phone Number**  
(518) 439-9973

**Jurisdiction Fax Number**  
(518) 439-6965

**Security Description**  
☐ Upload Document  
☐ Free Type Description

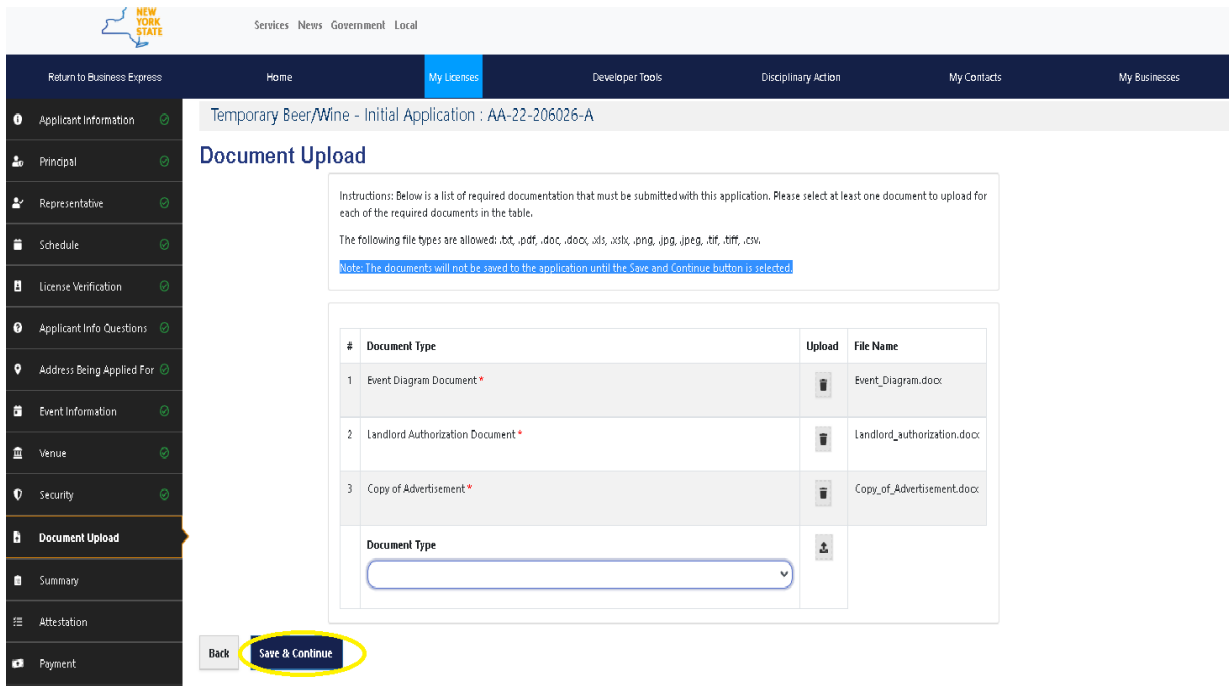
Back **Save & Continue**

## 20. Complete the Document upload section

A list of required documents is listed in the document upload page. The user must select at least one document to upload for each of the required documents in the table.

Note: The documents will not be saved to the application until the Save and Continue button is selected.

20.1 The user uploads the required documents and clicks “Save and Continue”. This will direct the user to the Application Summary page.



NEW YORK STATE  
STATE OF OPPORTUNITY

Services News Government Local

Return to Business Express Home **My Licenses** Developer Tools Disciplinary Action My Contacts My Businesses





Temporary Beer/Wine - Initial Application : AA-22-206026-A

### Document Upload

Instructions: Below is a list of required documentation that must be submitted with this application. Please select at least one document to upload for each of the required documents in the table.

The following file types are allowed: .txt, .pdf, .doc, .docx, .xls, .xlsx, .png, .jpg, .jpeg, .tif, .tiff, .csv.

**Note:** The documents will not be saved to the application until the Save and Continue button is selected

#	Document Type	Upload	File Name
1	Event Diagram Document *		Event_Diagram.docx
2	Landlord Authorization Document *		Landlord_authorization.docx
3	Copy of Advertisement *		Copy_of_Advertisement.docx
	Document Type		

Document Type

Back **Save & Continue**

## 21. Review the Application Summary Page

21.1 The user reviews the summary page to check if anything needs to edit or changed.

21.1.1 User reviews the Business Information.

Temporary Beer/Wine - Initial Application : AA-22-206026-A

**Applicant Information** Edit

**Business Information**

**Address**

16 Elmore Ave  
Delmar, Albany, NY, US, 12054 - 2118

**Communication**

**Email**

**Confirm Email**

**Phone**

**Phone Number Type** Mobile

**Country Code** 001

**Contact Phone Number** 518-453-8778

**Business Entity**

**Individual / Organization** Organization

**Corporate Structure** Corporation

**FEBI** 06A0004545

**Legal Name** Biscuit corp

**Premises Information**

**Address**

16 Elmore Ave  
Delmar, Albany, NY, US, 12054 - 2118

**Phone**

**Phone Number Type** Mobile

**Country Code** 001

**Contact Phone Number** 518-453-8778

Go Back

21.1.2 User reviews the Principal Information.

**Principal**

**Principal**

Consisted of Crime

No

Principal Title

Authorized Signer

**Communication**

Email

Confirm Email

Phone

Phone Number Type

Mobile

Country Code

001

Contact Phone Number

518-454-5454

**Person**

First Name

Last Name

Suffix

SSN

XXX-XX-5454

**Address**

16 Elsmere Ave  
Delmar, Albany, NY, US, 12054 - 2118



### 21.1.3 User reviews the Representative information.

Representative	
Contact Type	
Other Contact Type	
Subject of Appearance	
Are You Being Compensated?	
Other Description	
Compensation Type	
Person	
First Name	
Middle Name	
Last Name	
Birth Date	
Address	
No Address	
Communication	
Email	
Confirm Email	
Phone	
Phone Number Type	
Country Code	
Phone	
Phone Extension	

### 21.1.4 User reviews the Schedule information.

Schedule	
Date of Event	10/29/2022
Rain Date	11/05/2022
Number of bars or stands serving alcoholic beverages:	2
Start Time of Event	11:30 AM
End Time of Event	07:30 PM

### 21.1.5 User reviews the License verification information.

License Verification		Edit
Do you have an active license issued by the New York State Liquor Authority?	No	

### 21.1.6 User reviews the applicant info questions.

Applicant Info Questions		Edit
Has the applicant or, if partnership, any of the partners or, if a corporation, any of the officers, directors, stockholders, or any agent or employee of the applicant, ever been CONVICTED (including pleas of guilty or suspended sentences) of any felony or misdemeanor crimes?	No	
Have you ever applied for a Beer, Wine, and Cider Permit?	No	

### 21.1.7 User reviews the address being applied for information.

Address Being Applied For		Edit
<b>Address</b>		
16 Corrit Dr Delmar, Albany, NY, US, 12054 - 6716		

### 21.1.8 User reviews the Event information.

Event Information		Edit
Will the event be open to the public?	Yes	
Will all tickets be sold prior to the start of the event?	Yes	
Has this event been advertised?	Yes	
Choose type of advertisement	Print	
Will Games of Chance be held at the Event?	No	
Select the type of event that best describes your function	Fair/Festival	
Is the Event a Fundraiser?	No	

### 21.1.9 User reviews the Venue information.

Venue		Edit
Where will the Event be held?	Outside	
Number of entrances or exits to restricted area	2	
Number of restrooms available	2	
Number of attendees	2	
Will the event be held on a licensed premises?	No	
Has the premises ever been licensed?	Yes	
Name of Place where Event will be Held	Elm Avenue	
Telephone number of facility of the event	518-457-8545	
Name of Landlord or Owner of property where the event will take place	Mr Doug	

### 21.1.10 User reviews the Security information.

Security		Edit
Jurisdiction County	Albany	
Police Jurisdiction	Bethlehem Town Police Department	
Jurisdiction Phone Number	(518) 439-9973	
Jurisdiction Fax Number	(518) 439-6965	
<b>Address</b>		
447 Delaware Avenue Delmar, Albany, NY, US, 12054		

21.1.11 User reviews the Document upload information.

Documents		Edit
Event Diagram Document	Event_Diagram.docx	
Landlord Authorization Document	Landlord_authorization.docx	
Copy of Advertisement	Copy_of_Advertisement.docx	

21.2 After reviewing the information, user clicks on “Next”. This will direct the page to the Attestation section of the Application.

Security

Edit

Jurisdiction County

Albany

Police Jurisdiction

Bethlehem Town Police Department

Jurisdiction Phone Number

(510) 439-9973

Jurisdiction Fax Number

(518) 439-6965

Address

447 Delaware Avenue

Delmar, Albany, NY, US, 12054

Documents

Edit

Event Diagram Document

Event\_Diagram.docx

Landlord Authorization Document

Landlord\_authorization.docx

Copy of Advertisement

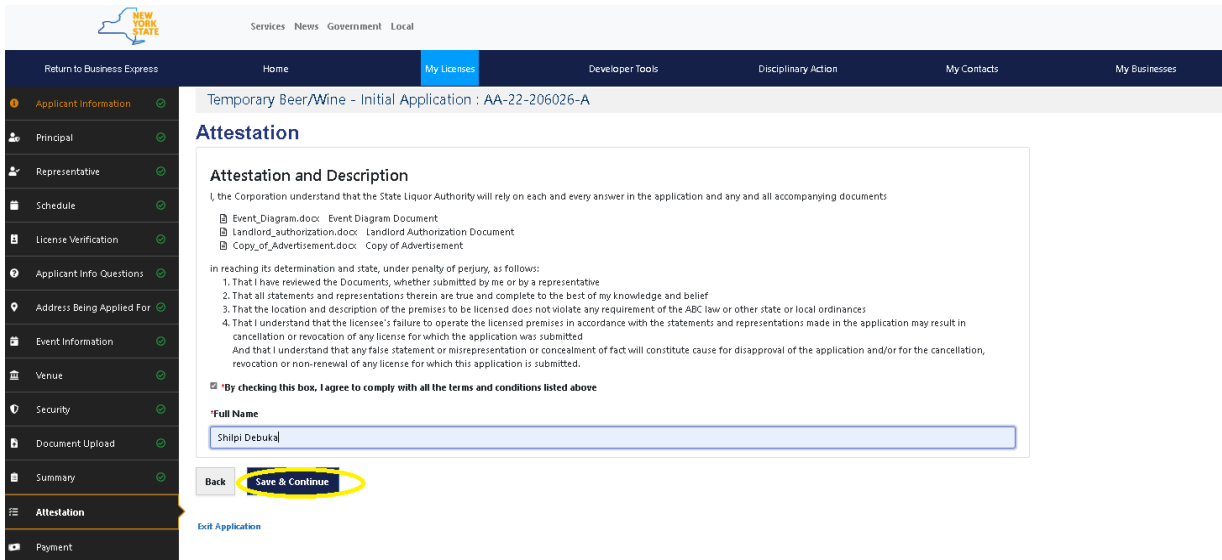
Copy of Advertisement.docx

Back

Next

## 22. Complete the Attestation section

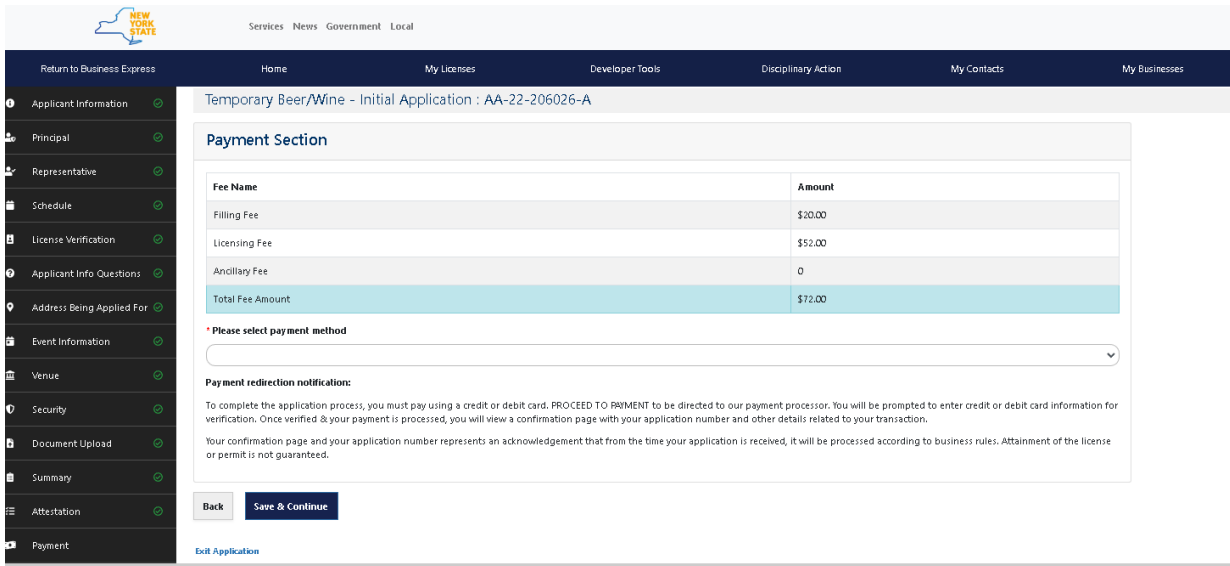
22.1 User completes the Attestation section by checking the check box and clicks “Save & Continue”. This will direct to the Payment section of the application.



The screenshot displays the 'Attestation' section of a 'Temporary Beer/Wine - Initial Application : AA-22-206026-A'. The interface includes a top navigation bar with links like 'Return to Business Express', 'Home', 'My Licenses', 'Developer Tools', 'Disciplinary Action', 'My Contacts', and 'My Businesses'. A left sidebar lists application steps: 'Applicant Information', 'Principal', 'Representative', 'Schedule', 'License Verification', 'Applicant Info Questions', 'Address Being Applied For', 'Event Information', 'Venue', 'Security', 'Document Upload', 'Summary', 'Attestation' (highlighted), and 'Payment'. The main content area is titled 'Attestation and Description' and contains a statement of understanding, a list of documents (Event\_Diagram.docx, Landlord\_authorization.docx, Copy\_of\_Advertisement.docx), a list of terms, and a checkbox for agreement. Below this is a 'Full Name' field with the value 'Shilpi Debukal'. At the bottom, there are 'Back' and 'Save & Continue' buttons, with the latter circled in yellow. An 'Exit Application' link is also present.

## 23. Review charges and select payment type

### 23.1 User reviews the application fees and selects a payment method from the drop down.



Services News Government Local

Return to Business Express Home My Licenses Developer Tools Disciplinary Action My Contacts My Businesses

Applicant Information Temporary Beer/Wine - Initial Application : AA-22-206026-A

Principal Representative Schedule License Verification Applicant Info Questions Address Being Applied For Event Information Venue Security Document Upload Summary Attestation Payment

### Payment Section

Fee Name	Amount
Filing Fee	\$20.00
Licensing Fee	\$52.00
Ancillary Fee	0
<b>Total Fee Amount</b>	<b>\$72.00</b>

**Please select payment method**

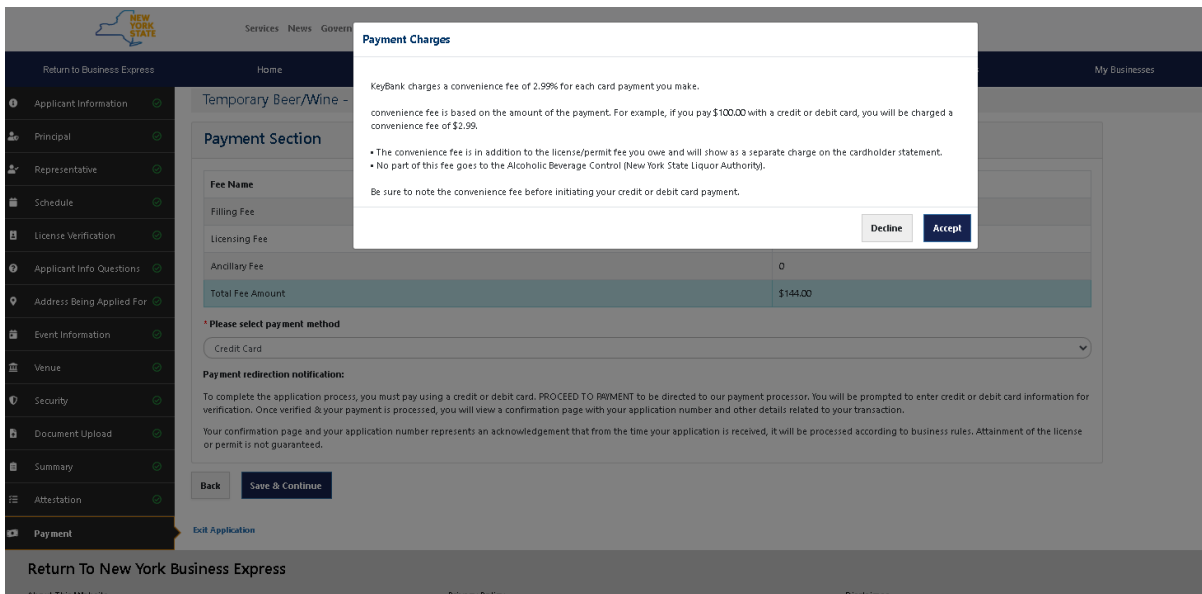
**Payment redirection notification:**

To complete the application process, you must pay using a credit or debit card. PROCEED TO PAYMENT to be directed to our payment processor. You will be prompted to enter credit or debit card information for verification. Once verified & your payment is processed, you will view a confirmation page with your application number and other details related to your transaction.

Your confirmation page and your application number represents an acknowledgement that from the time your application is received, it will be processed according to business rules. Attainment of the license or permit is not guaranteed.

[Back](#) [Save & Continue](#) [Exit Application](#)

### 23.2 Review and accept the payment charges as displayed in the pop-up window.



Services News Government Local

Return to Business Express Home My Businesses

Applicant Information Temporary Beer/Wine - Initial Application : AA-22-206026-A

Principal Representative Schedule License Verification Applicant Info Questions Address Being Applied For Event Information Venue Security Document Upload Summary Attestation Payment

### Payment Charges

KeyBank charges a convenience fee of 2.99% for each card payment you make.

convenience fee is based on the amount of the payment. For example, if you pay \$100.00 with a credit or debit card, you will be charged a convenience fee of \$2.99.

- The convenience fee is in addition to the license/permit fee you owe and will show as a separate charge on the cardholder statement.
- No part of this fee goes to the Alcoholic Beverage Control (New York State Liquor Authority).

Be sure to note the convenience fee before initiating your credit or debit card payment.

[Decline](#) [Accept](#)

Fee Name	Amount
Filing Fee	\$20.00
Licensing Fee	\$52.00
Ancillary Fee	0
<b>Total Fee Amount</b>	<b>\$144.00</b>

**Please select payment method**

Credit Card

**Payment redirection notification:**

To complete the application process, you must pay using a credit or debit card. PROCEED TO PAYMENT to be directed to our payment processor. You will be prompted to enter credit or debit card information for verification. Once verified & your payment is processed, you will view a confirmation page with your application number and other details related to your transaction.

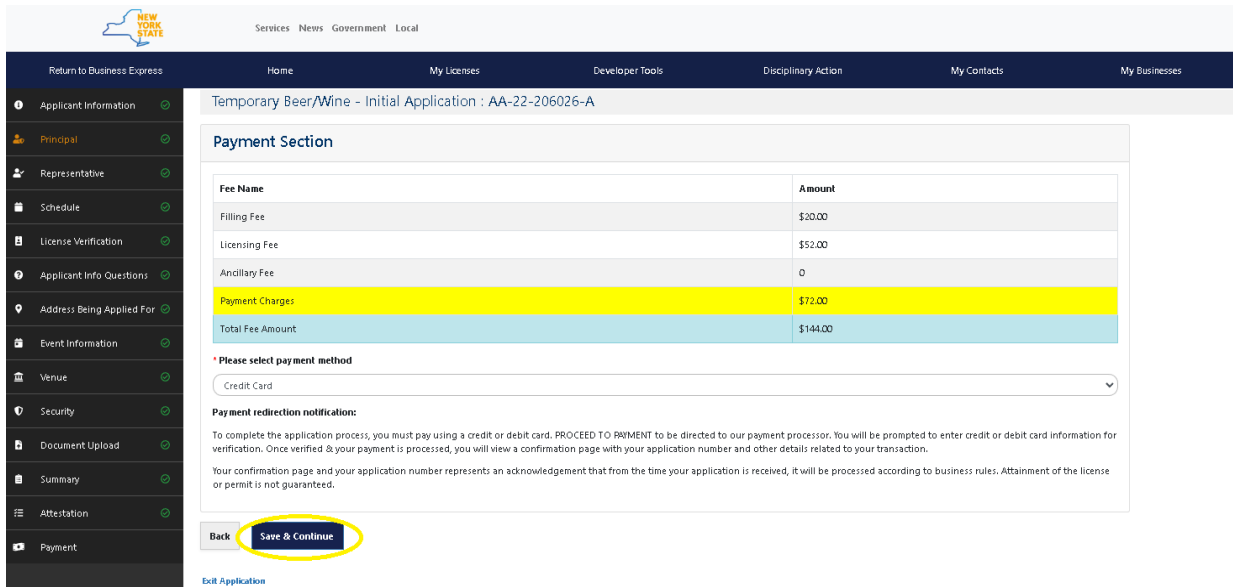
Your confirmation page and your application number represents an acknowledgement that from the time your application is received, it will be processed according to business rules. Attainment of the license or permit is not guaranteed.

[Back](#) [Save & Continue](#) [Exit Application](#)

[Return To New York Business Express](#)

[About This Website](#) [Privacy Policy](#) [Disclaimer](#)

### 23.3 User reviews the updated fee table and clicks “Save & Continue”.



Temporary Beer/Wine - Initial Application : AA-22-206026-A

#### Payment Section

Fee Name	Amount
Filing Fee	\$20.00
Licensing Fee	\$52.00
Andillary Fee	0
<b>Payment Charges</b>	<b>\$72.00</b>
<b>Total Fee Amount</b>	<b>\$144.00</b>

**\* Please select payment method**

Credit Card

**Payment redirection notification:**

To complete the application process, you must pay using a credit or debit card. PROCEED TO PAYMENT to be directed to our payment processor. You will be prompted to enter credit or debit card information for verification. Once verified & your payment is processed, you will view a confirmation page with your application number and other details related to your transaction.

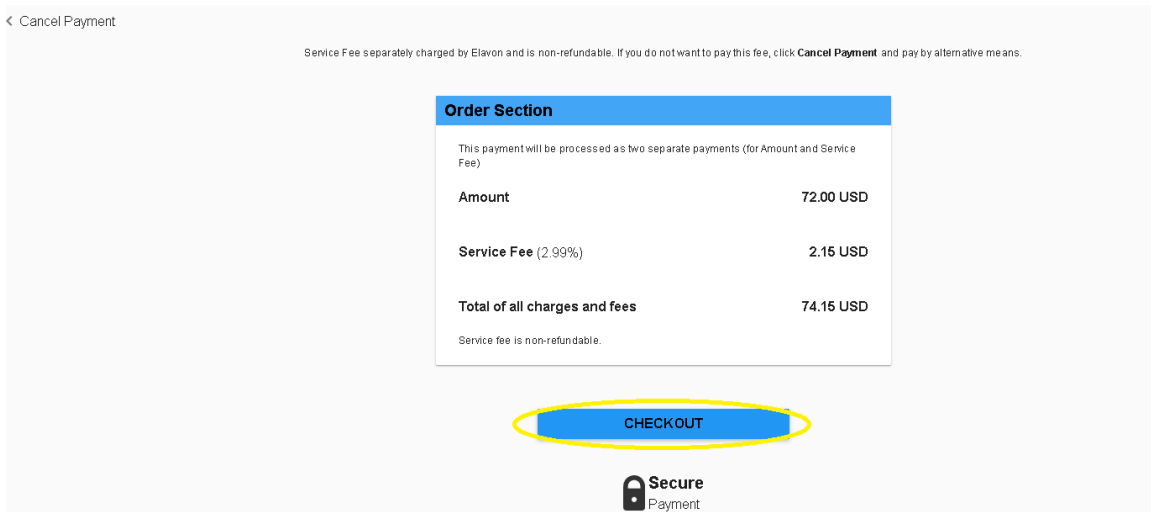
Your confirmation page and your application number represents an acknowledgement that from the time your application is received, it will be processed according to business rules. Attainment of the license or permit is not guaranteed.

[Back](#) [Save & Continue](#)

[Exit Application](#)

## 24. Review summary of charges

### 24.1 Review the list of charges and click “Checkout”.



[Cancel Payment](#)

Service Fee separately charged by Elavon and is non-refundable. If you do not want to pay this fee, click **Cancel Payment** and pay by alternative means.


#### Order Section

This payment will be processed as two separate payments (for Amount and Service Fee)

<b>Amount</b>	<b>72.00 USD</b>
<b>Service Fee (2.99%)</b>	<b>2.15 USD</b>
<b>Total of all charges and fees</b>	<b>74.15 USD</b>

Service fee is non-refundable.

[CHECKOUT](#)

 **Secure**  
Payment

## 25. Submit Payment

25.1 Complete all required fields and accept the terms and conditions to submit payment.

◀ Back to Order Section

Service Fee separately charged by State and is non-refundable. If you do not want to pay this fee, click Back to Order Section and then Cancel Payment on following screen and pay by alternative means.

Order Section	
Amount	72.00 USD
Service Fee (2.99%)	2.15 USD
Total of all charges and fees	74.15 USD

**Payment**

PAYMENT CARD

Card Number\*

Expiration Date(MM/YY)\*

CVC

[Change Card](#)

**Billing Address**

Company

First Name\*

Last Name\*

Address 1\*

Address 2

City\*

State/Province\*

Postal Code\*

Country\*

Email Address

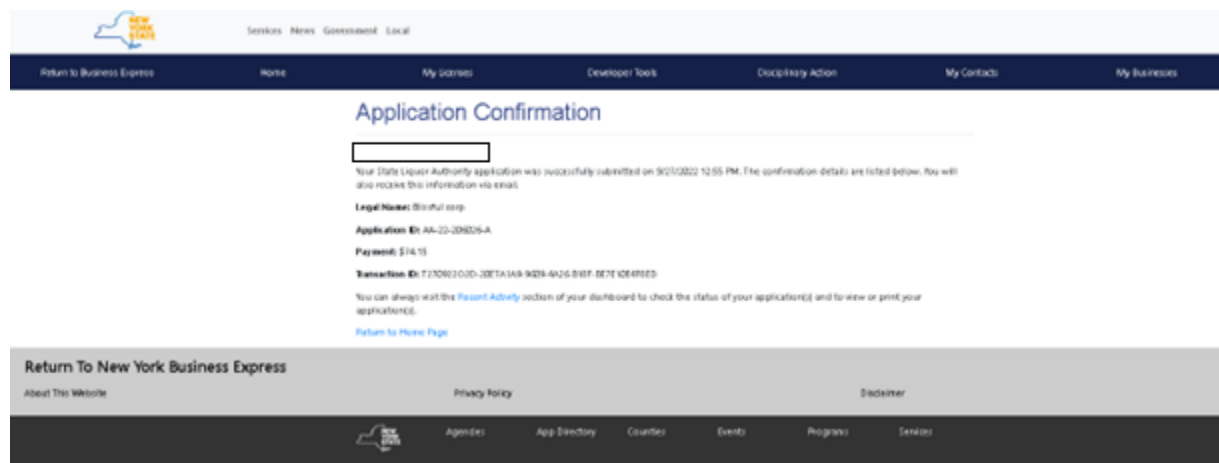
Phone

☒ I agree to the [Terms and Conditions](#) of the charges applied

**SUBMIT PAYMENT**

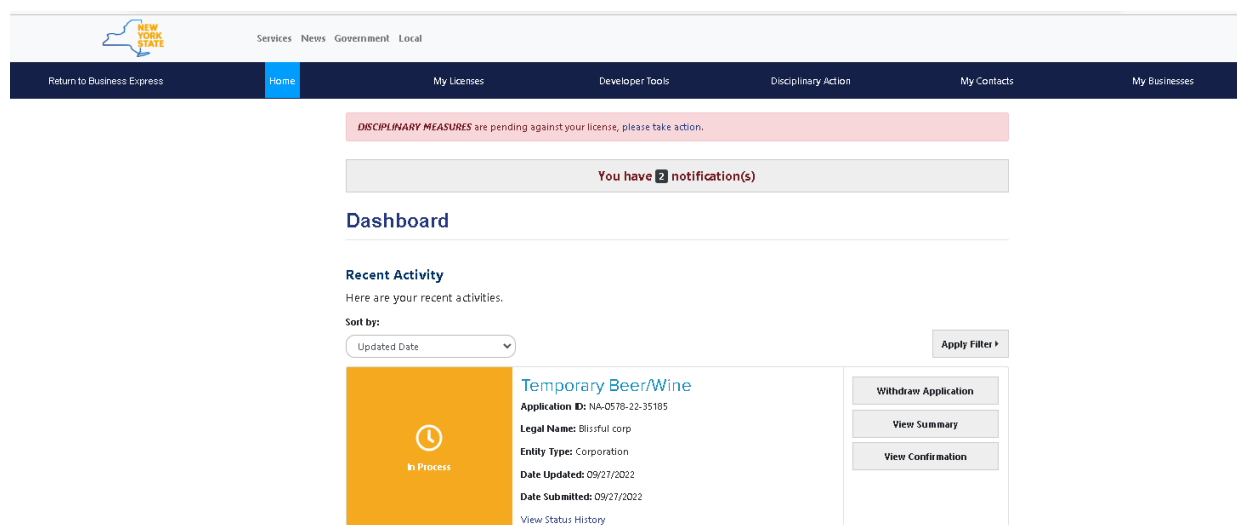
## 26. Review application confirmation

26.1 If payment is successful, the application confirmation page will be displayed. The application has been successfully completed. Please go to Home Page to check application status under “Recent Activity”.



## How to view Application Details/Summary.

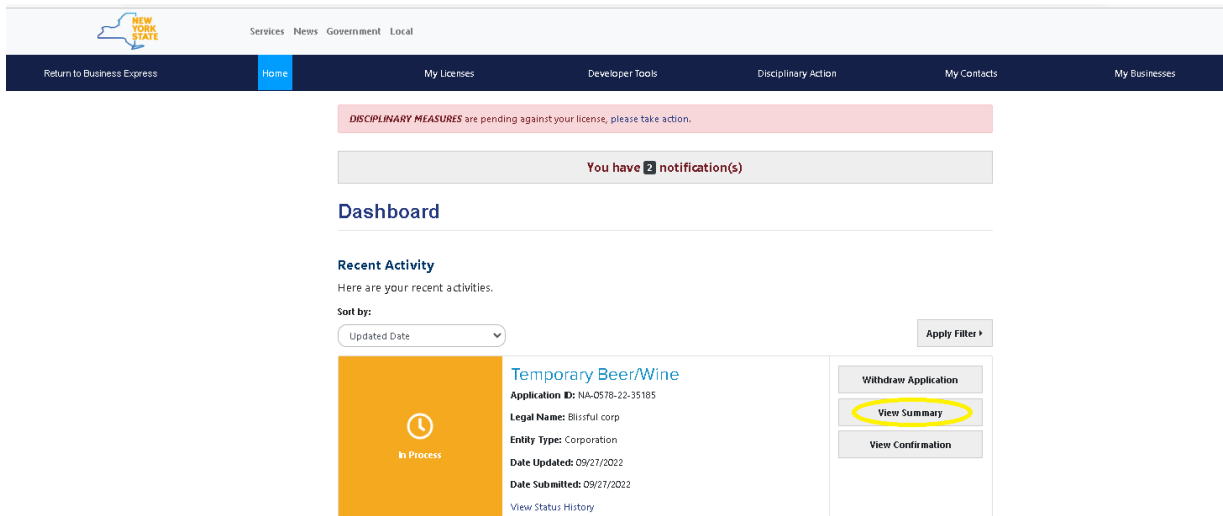
### 1. Navigate to the Home Page





## 2. View Summary

2.1 The user clicks on “View Summary”.



The screenshot shows the New York State Liquor Authority dashboard. At the top, there is a navigation bar with links: Return to Business Express, Home (highlighted), My Licenses, Developer Tools, Disciplinary Action, My Contacts, and My Businesses. Below the navigation bar, a red banner states: "DISCIPLINARY MEASURES are pending against your license, please take action." Below this, a grey banner indicates: "You have 2 notification(s)". The main section is titled "Dashboard" and "Recent Activity". It lists recent activities with a "Sort by:" dropdown set to "Updated Date" and an "Apply Filter" button. The first activity is "Temporary Beer/Wine" with a status of "In Process". The activity details include: Application ID: NA-0578-22-35185, Legal Name: Blissful corp, Entity Type: Corporation, Date Updated: 09/27/2022, and Date Submitted: 09/27/2022. To the right of the activity details are three buttons: "Withdraw Application", "View Summary" (highlighted with a yellow circle), and "View Confirmation".

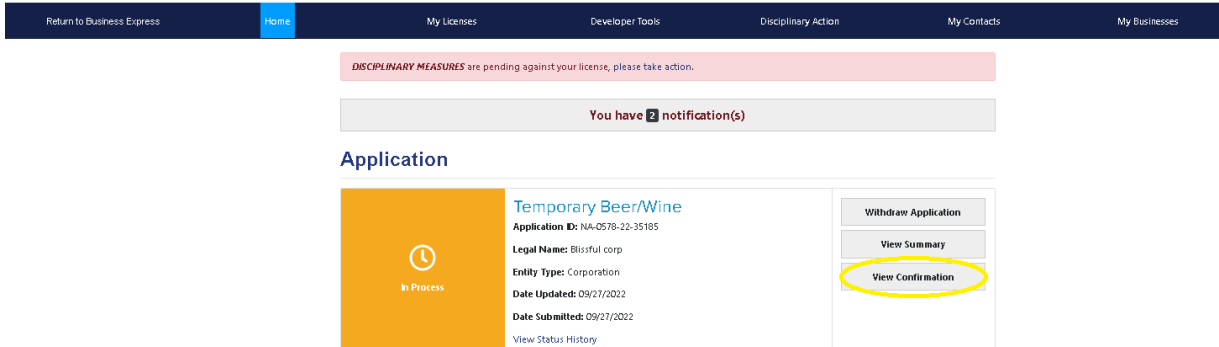
2.2 The Application summary is displayed.

#### Application Summary

Applicant Information	
Business Information	
Address	
16 Elsmere Ave Delmar, Albany, NY, US, 12054 - 2118	
Communication	
Email	<input type="text"/>
Confirm Email	<input type="text"/>
Phone	
Phone Number Type	Mobile
Country Code	001
Contact Phone Number	518-457-8778
Business Entity	
Individual / Organization	Organization
Corporate Structure	Corporation
FEN	XX-XXX4545
Legal Name	Blissful corp
Premises Information	
Address	
16 Elsmere Ave Delmar, Albany, NY, US, 12054 - 2118	

### 3. View Confirmation

#### 3.1 The user clicks on “View Confirmation”




Return to Business Express | **Home** | My Licenses | Developer Tools | Disciplinary Action | My Contacts | My Businesses

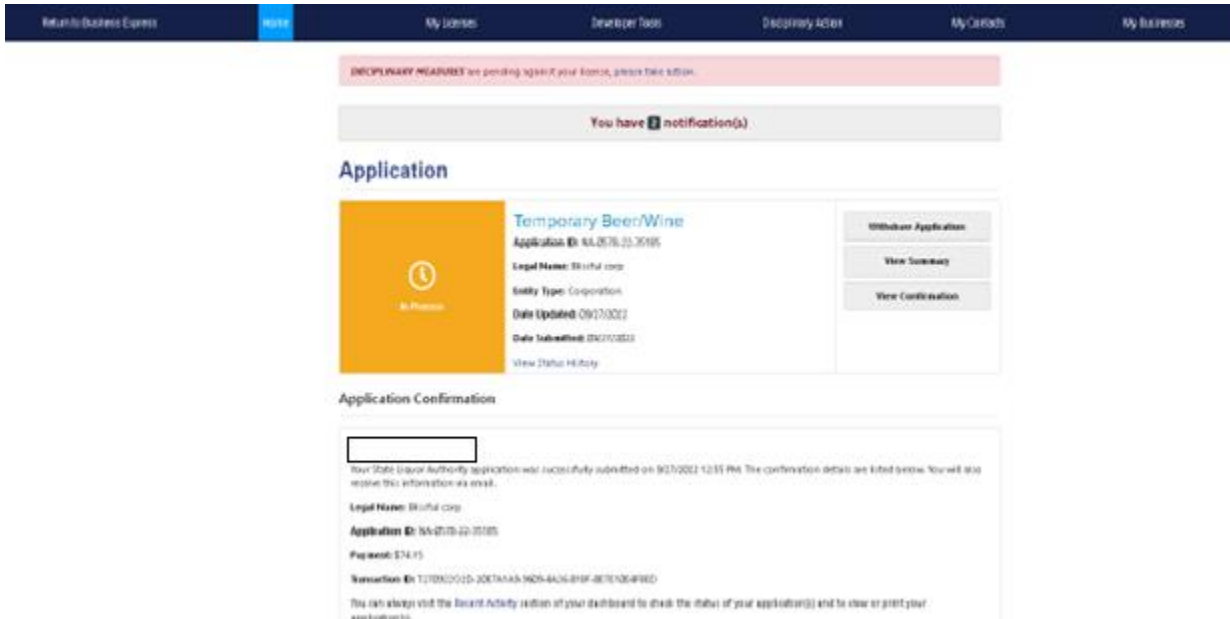
**DISCIPLINARY MEASURES** are pending against your license, please take action.

You have **2** notification(s)

#### Application

 In Progress	<b>Temporary Beer/Wine</b> <b>Application ID:</b> NA-0578-22-35185 <b>Legal Name:</b> Blissful corp <b>Entity Type:</b> Corporation <b>Date Updated:</b> 09/27/2022 <b>Date Submitted:</b> 09/27/2022 <a href="#">View Status History</a>	<a href="#">Withdraw Application</a> <a href="#">View Summary</a> <a href="#">View Confirmation</a>
--	---	---

#### 3.2 Application confirmation summary is displayed.




Return to Business Express | **Home** | My Licenses | Developer Tools | Disciplinary Action | My Contacts | My Businesses

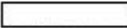
**DISCIPLINARY MEASURES** are pending against your license, please take action.

You have **1** notification(s)

#### Application

 In Progress	<b>Temporary Beer/Wine</b> <b>Application ID:</b> NA-0578-22-35185 <b>Legal Name:</b> Blissful corp <b>Entity Type:</b> Corporation <b>Date Updated:</b> 09/27/2022 <b>Date Submitted:</b> 09/27/2022 <a href="#">View Status History</a>	<a href="#">Withdraw Application</a> <a href="#">View Summary</a> <a href="#">View Confirmation</a>
--	---	---

#### Application Confirmation

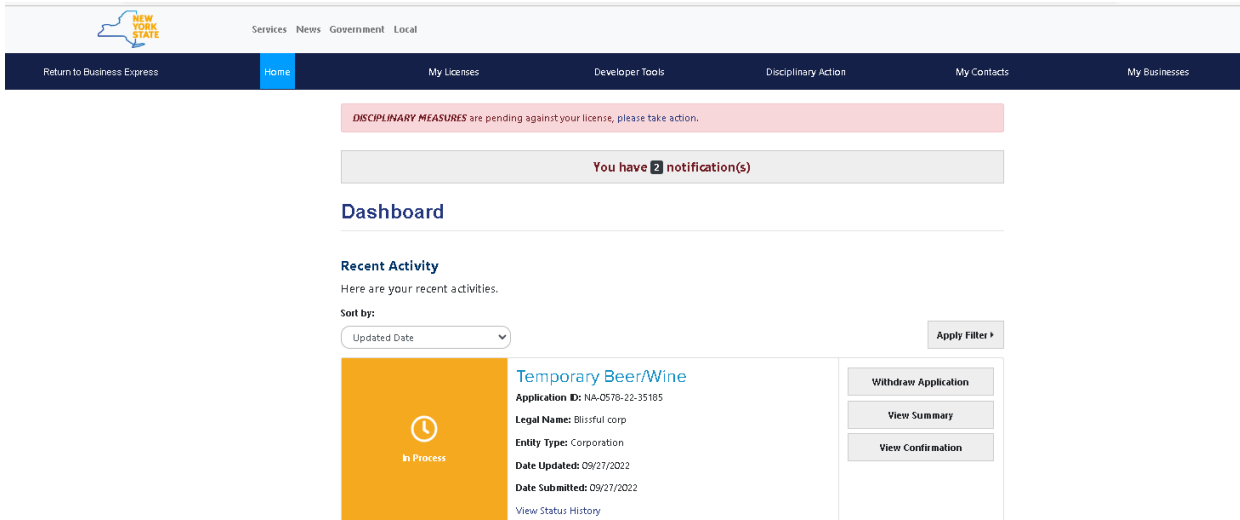
  
 Your State Liquor Authority application was successfully submitted on 09/27/2022 12:55 PM. The confirmation details are listed below. You will also receive this information via email.

**Legal Name:** Blissful corp  
**Application ID:** NA-0578-22-35185  
**Payment:** \$74.75  
**Transaction ID:** T1700201D-202TAA3-W0N-BA3L-8H0F-0E70ND0498D

You can always visit the Recent Activity section of your dashboard to check the status of your application(s) and to view or print your application(s).

## How to check Application Status

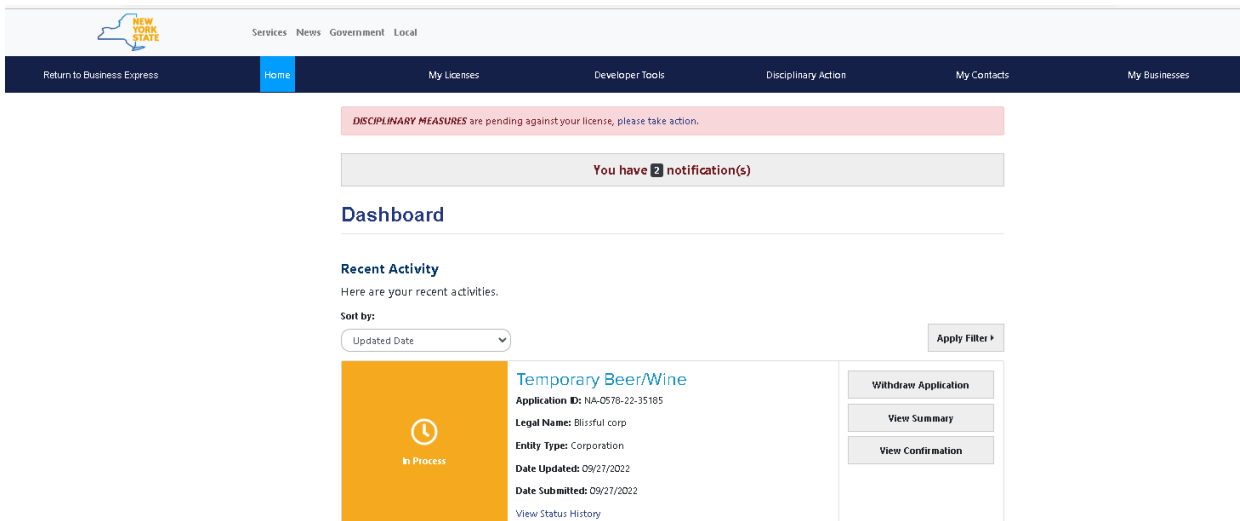
### 1. Navigate to Home Page



The screenshot shows the New York State Liquor Authority Home Page. The top navigation bar includes links for Services, News, Government, and Local. Below this is a dark blue bar with links for Return to Business Express, Home (highlighted), My Licenses, Developer Tools, Disciplinary Action, My Contacts, and My Businesses. A red banner at the top states: "DISCIPLINARY MEASURES are pending against your license, please take action." Below this, a grey box indicates "You have 2 notification(s)". The main content area is titled "Dashboard" and "Recent Activity". It shows a list of activities with a "Sort by:" dropdown set to "Updated Date" and an "Apply Filter" button. The first activity is "Temporary Beer/Wine" with details: Application ID: NA-0578-22-35185, Legal Name: Blissful corp, Entity Type: Corporation, Date Updated: 09/27/2022, and Date Submitted: 09/27/2022. A status icon indicates "In Process". To the right of the activity list are buttons for "Withdraw Application", "View Summary", and "View Confirmation".

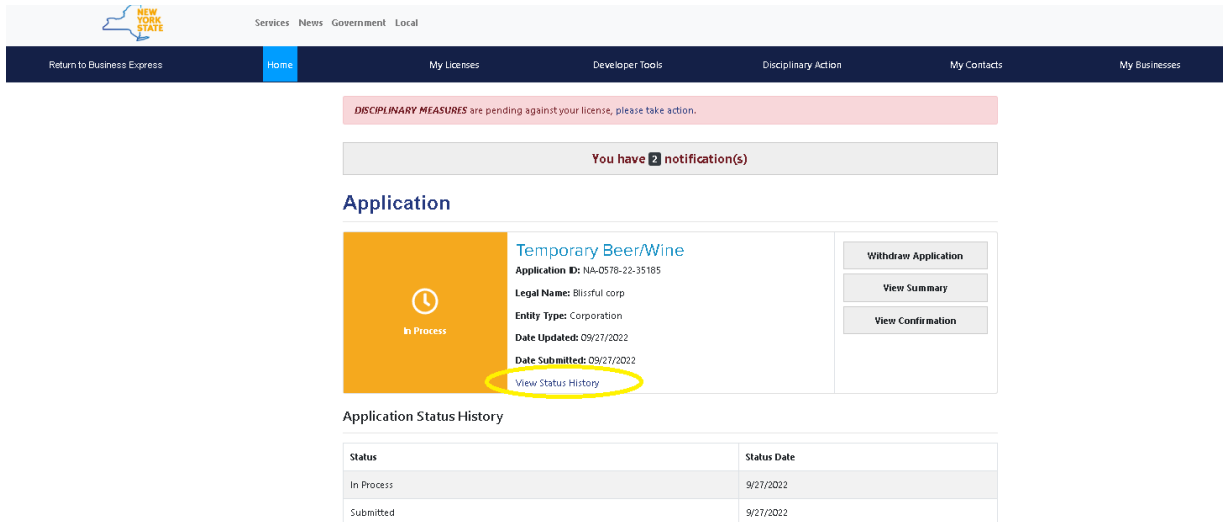
### 2. View Status of the application

#### 2.1 Locate your Permit/Application



This screenshot is identical to the one above, showing the New York State Liquor Authority Home Page. It displays the navigation bar, the disciplinary measures banner, the notification count, the dashboard title, and the recent activity list. The first activity is "Temporary Beer/Wine" with details: Application ID: NA-0578-22-35185, Legal Name: Blissful corp, Entity Type: Corporation, Date Updated: 09/27/2022, and Date Submitted: 09/27/2022. A status icon indicates "In Process". To the right of the activity list are buttons for "Withdraw Application", "View Summary", and "View Confirmation".


## 2.2 The user clicks on “View Status History”.



DISCIPLINARY MEASURES are pending against your license, please take action.

You have 2 notification(s)

### Application

 In Process
 

**Temporary Beer/Wine**

Application ID: NA-0578-22-35185

Legal Name: Blissful corp

Entity Type: Corporation

Date Updated: 09/27/2022

Date Submitted: 09/27/2022

[View Status History](#)

[Withdraw Application](#)

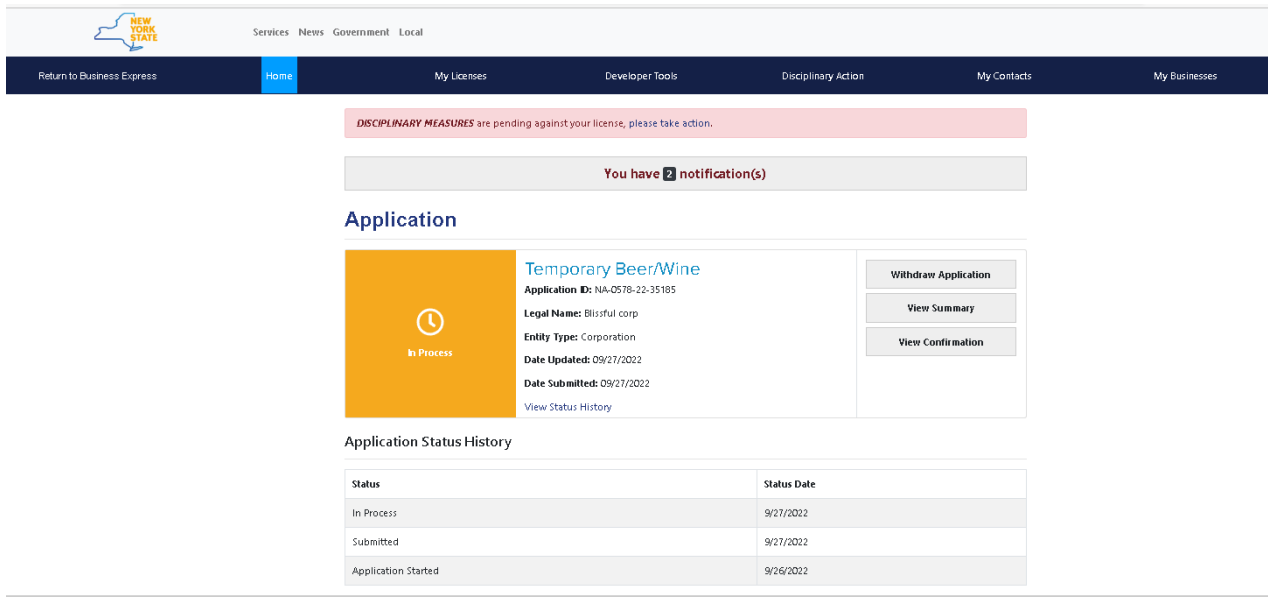
[View Summary](#)

[View Confirmation](#)

#### Application Status History

Status	Status Date
In Process	9/27/2022
Submitted	9/27/2022


## 2.3 The Status History along with status date is displayed.



DISCIPLINARY MEASURES are pending against your license, please take action.

You have 2 notification(s)

### Application

 In Process
 

**Temporary Beer/Wine**

Application ID: NA-0578-22-35185

Legal Name: Blissful corp

Entity Type: Corporation

Date Updated: 09/27/2022

Date Submitted: 09/27/2022

[View Status History](#)

[Withdraw Application](#)

[View Summary](#)

[View Confirmation](#)

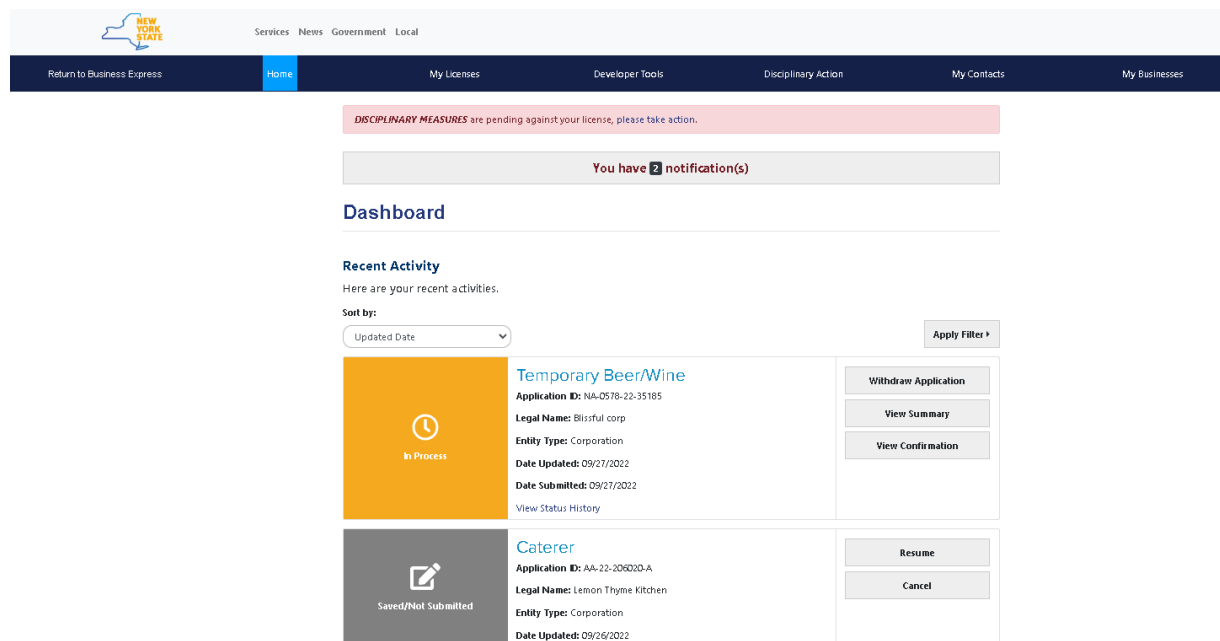
#### Application Status History

Status	Status Date
In Process	9/27/2022
Submitted	9/27/2022
Application Started	9/26/2022

## How to resume a saved application

### 1. Go to Home Page

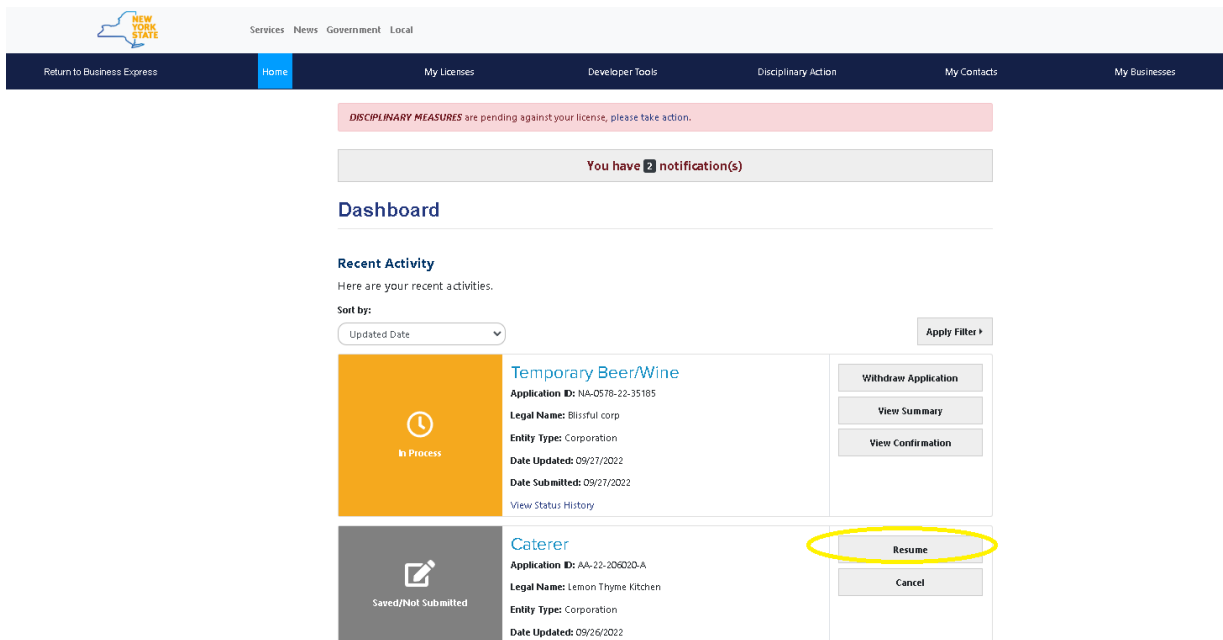
#### 1.1 Applications with status Saved/Not Submitted will have Resume button displayed.



The screenshot shows the New York State Liquor Authority dashboard. At the top, there is a navigation bar with links: Return to Business Express, Home (highlighted), My Licenses, Developer Tools, Disciplinary Action, My Contacts, and My Businesses. Below the navigation bar, a red banner states: "DISCIPLINARY MEASURES are pending against your license, please take action." Below this, a grey banner indicates: "You have 2 notification(s)". The main section is titled "Dashboard" and "Recent Activity". It lists two applications:

Application Status	Application Name	Application ID	Legal Name	Entity Type	Date Updated	Date Submitted	Actions
In Process	Temporary Beer/Wine	NA-0578-22-35185	Blissful corp	Corporation	09/27/2022	09/27/2022	<a href="#">Withdraw Application</a> <a href="#">View Summary</a> <a href="#">View Confirmation</a>
Saved/Not Submitted	Caterer	AA-22-206020-A	Lemon Thyme Kitchen	Corporation	09/26/2022		<a href="#">Resume</a> <a href="#">Cancel</a>

## 2. The user clicks on “Resume” button



**DISCIPLINARY MEASURES** are pending against your license, please take action.

You have **2** notification(s)

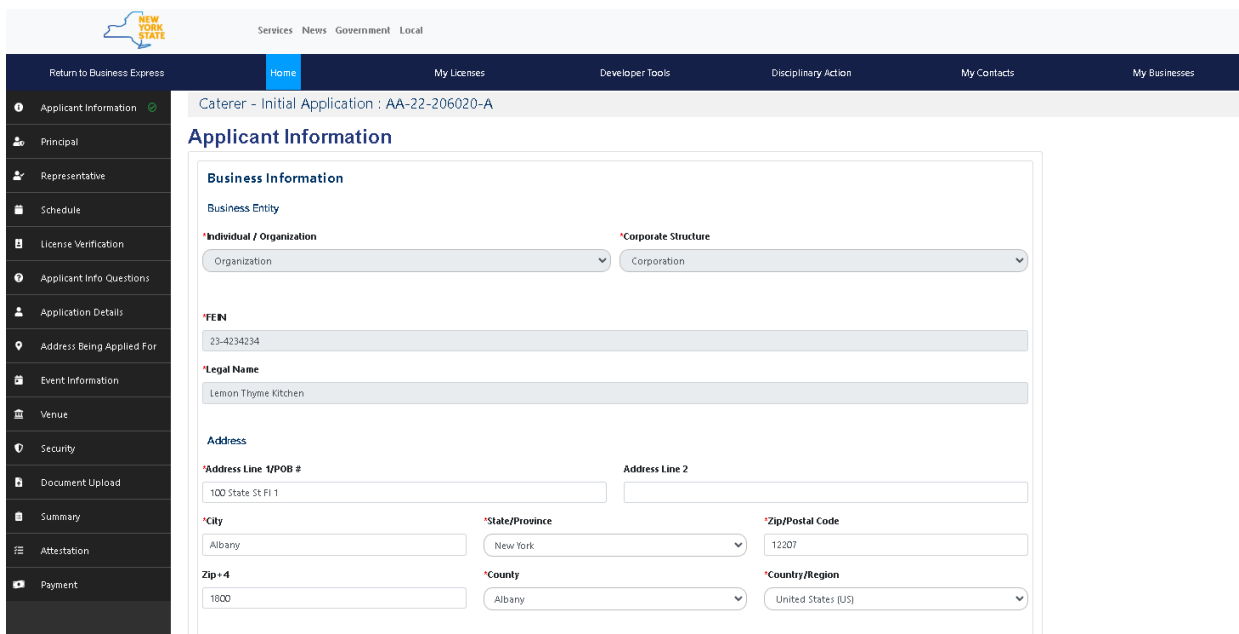
### Dashboard

**Recent Activity**  
Here are your recent activities.

Sort by: Updated Date Apply Filter

Status	Application Details	Actions
In Process	<b>Temporary Beer/Wine</b> Application ID: NA-0578-22-35185 Legal Name: Blissful corp Entity Type: Corporation Date Updated: 09/27/2022 Date Submitted: 09/27/2022 <a href="#">View Status History</a>	<a href="#">Withdraw Application</a> <a href="#">View Summary</a> <a href="#">View Confirmation</a>
Saved/Not Submitted	<b>Caterer</b> Application ID: AA-22-206020-A Legal Name: Lemon Thyme Kitchen Entity Type: Corporation Date Updated: 09/26/2022	<a href="#">Resume</a> <a href="#">Cancel</a>

2.1 Once the user clicks on “Resume” button, the page is directed to the last updated section in the left menu.



Caterer - Initial Application : AA-22-206020-A

### Applicant Information

**Business Information**

Business Entity

\*Individual / Organization: Organization \*Corporate Structure: Corporation

\*FEN: 23-4234234

\*Legal Name: Lemon Thyme Kitchen

**Address**

\*Address Line 1/POB #: 100 State St Fl 1 Address Line 2:

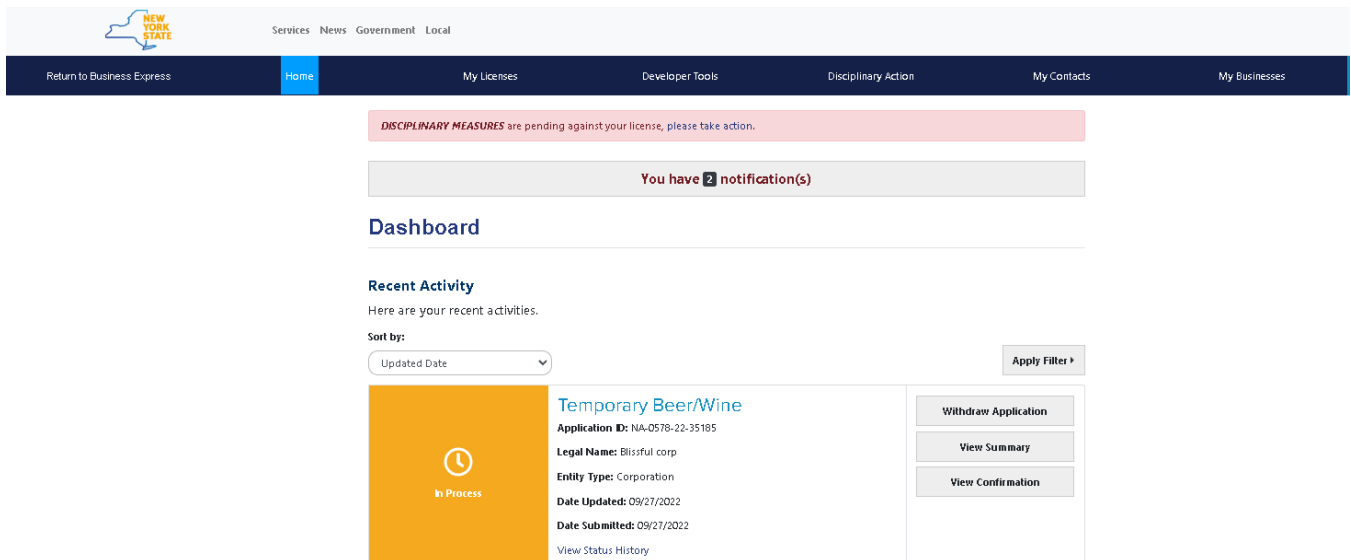
\*City: Albany \*State/Province: New York \*Zip/Postal Code: 12207

Zip +4: 1800 \*County: Albany \*Country/Region: United States (US)

## How to view application receipt

### 1. Go to Home Page

1.1 Go to Returning customer link to go to home page.

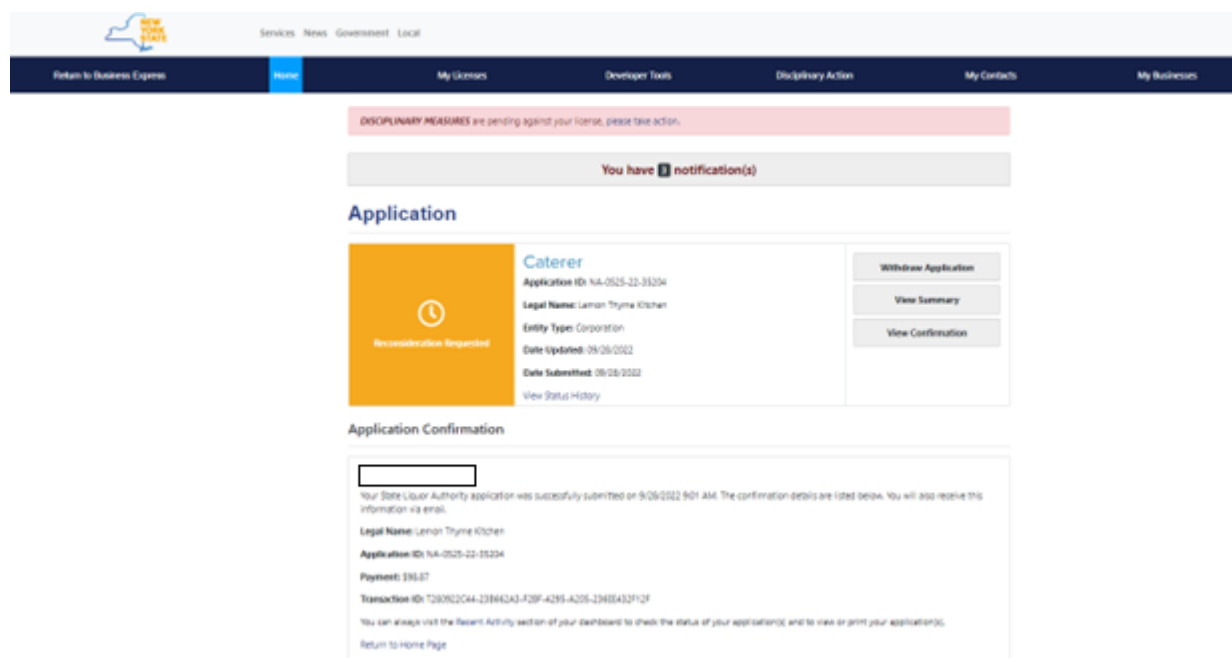


The screenshot shows the New York State Liquor Authority dashboard. At the top, there is a navigation bar with links: Return to Business Express, Home (highlighted), My Licenses, Developer Tools, Disciplinary Action, My Contacts, and My Businesses. Below the navigation bar, a red banner indicates that disciplinary measures are pending against the user's license. A notification bar states that the user has 2 notification(s). The main section is titled 'Dashboard' and 'Recent Activity'. It shows a list of recent activities, with the first one being a 'Temporary Beer/Wine' application. The application is in the 'In Process' status, indicated by an orange icon. The application details include: Application ID: NA-0578-22-35185, Legal Name: Blissful corp, Entity Type: Corporation, Date Updated: 09/27/2022, and Date Submitted: 09/27/2022. There are buttons for 'Withdraw Application', 'View Summary', and 'View Confirmation' next to the application details.



## 2. View Receipt

2.1 Click on “View Confirmation” to view receipt. Application details is displayed.



The screenshot displays the New York State Liquor Authority application dashboard. At the top, there is a navigation bar with links: Return to Business Express, Home, My Licenses, Developer Tools, Disciplinary Action, My Contacts, and My Businesses. Below the navigation bar, a red banner indicates "DISCIPLINARY MEASURES are pending against your license, please take action." A notification bar states "You have 1 notification(s)". The main section is titled "Application" and features a card for a "Caterer" application. The card includes a clock icon and the text "Renewal/extension Requested". To the right of the card, application details are listed: Application ID# NA-0525-22-33234, Legal Name: Lemon Thyme Kitchen, Entity Type: Corporation, Date Updated: 09/26/2022, and Date Submitted: 09/26/2022. A "View Status History" link is also present. To the right of the details, there are three buttons: "Withdraw Application", "View Summary", and "View Confirmation". Below the application card, the "Application Confirmation" section displays a confirmation message: "Your State Liquor Authority application was successfully submitted on 9/26/2022 9:01 AM. The confirmation details are listed below. You will also receive this information via email." The confirmation details include: Legal Name: Lemon Thyme Kitchen, Application ID# NA-0525-22-33234, Payment: \$36.67, and Transaction ID# T28X62044-2384243-428F-4285-4285-2384243-428F. A link to "Return to Home Page" is provided at the bottom.

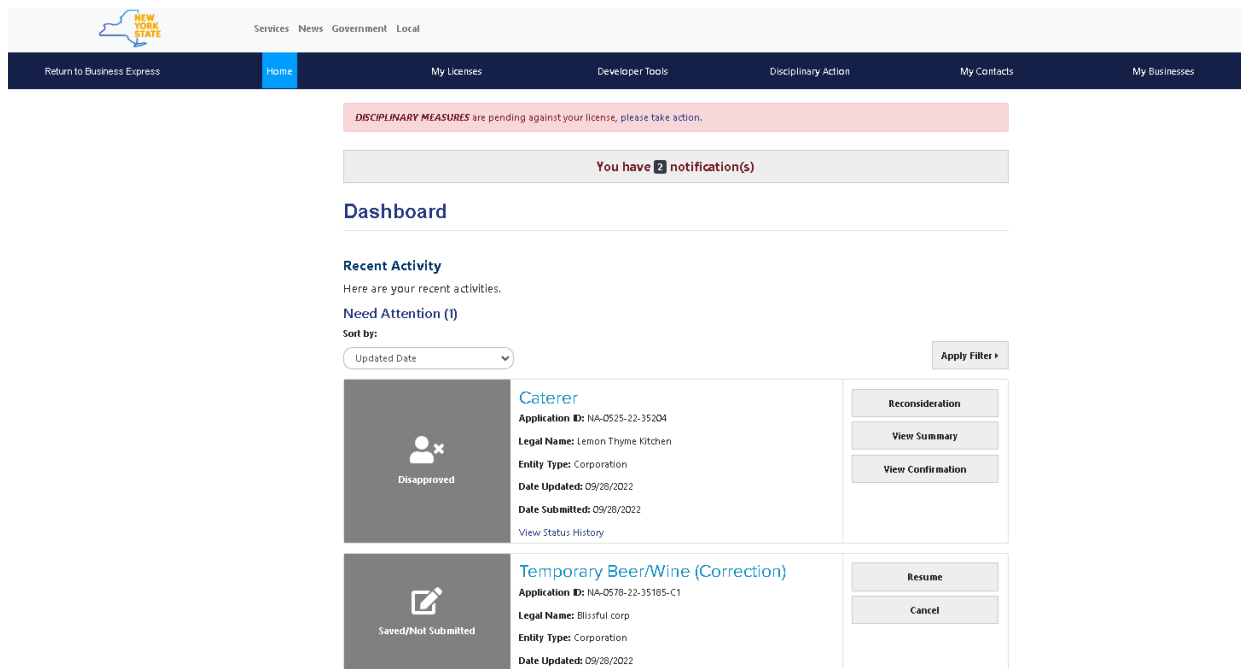
## How to correct a submitted application

### 1. Review Deficiency email

1.1 Review the Deficiency email sent to the business email which states that the Document/Application fields need correction.

### 2. Return to portal Home Page

2.1 Follow the returning customer steps to return to the Home Page.

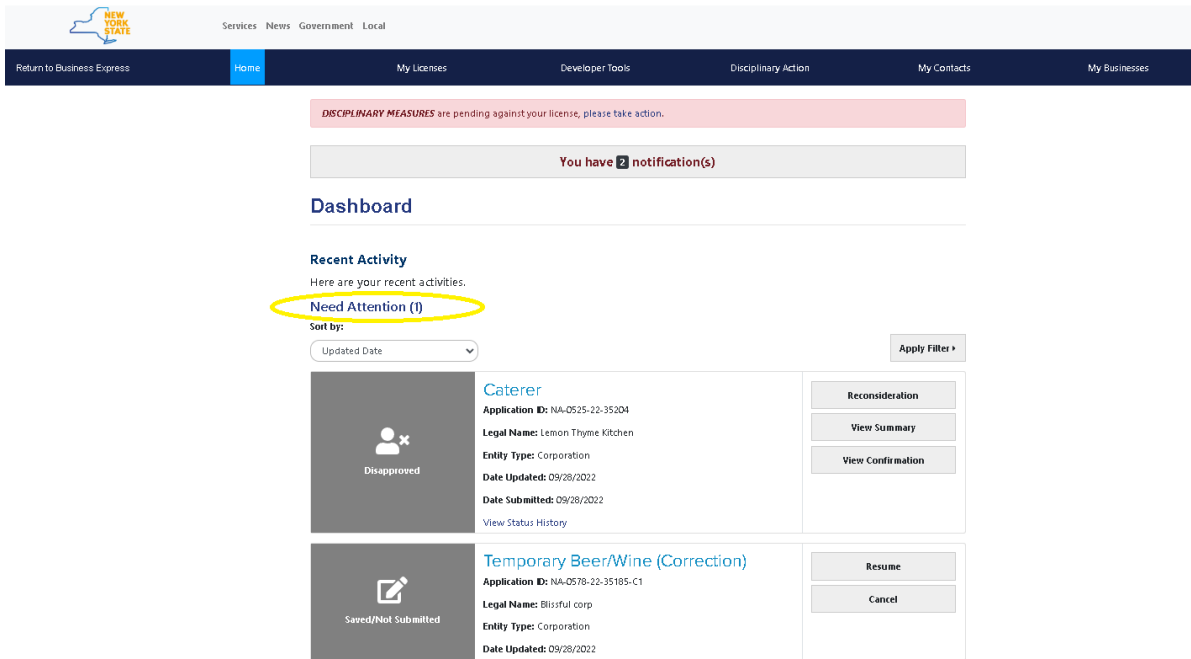


The screenshot shows the State Liquor Authority portal dashboard. At the top, there is a navigation bar with links: Return to Business Express, Home (selected), My Licenses, Developer Tools, Disciplinary Action, My Contacts, and My Businesses. Below the navigation bar, a red banner indicates "DISCIPLINARY MEASURES are pending against your license, please take action." Below this, a grey box states "You have 2 notification(s)". The main section is titled "Dashboard" and includes a "Recent Activity" section. Under "Recent Activity", there is a "Need Attention (1)" section with a "Sort by:" dropdown set to "Updated Date" and an "Apply Filter" button. Two items are listed:

Icon	Application Title	Application ID	Legal Name	Entity Type	Date Updated	Date Submitted	Actions
Disapproved	Caterer	NA-0525-22-35204	Lemon Thyme Kitchen	Corporation	09/28/2022	09/28/2022	<a href="#">Reconsideration</a> <a href="#">View Summary</a> <a href="#">View Confirmation</a>
Saved/Not Submitted	Temporary Beer/Wine (Correction)	NA-0578-22-35185-C1	Blissful corp	Corporation	09/28/2022		<a href="#">Resume</a> <a href="#">Cancel</a>

### 3. Need attention Page


3.1 Under Dashboard, Page displays “Needs Attention” link. User clicks on the “Needs Attention” link. This will direct the customer to the “Need Attention” page.



The screenshot shows the State Liquor Authority dashboard. At the top, there is a navigation bar with links: Return to Business Express, Home, My Licenses, Developer Tools, Disciplinary Action, My Contacts, and My Businesses. Below the navigation bar, a red banner states: "DISCIPLINARY MEASURES are pending against your license, please take action." Below this, a grey box indicates "You have 2 notification(s)". The main section is titled "Dashboard" and contains a "Recent Activity" section. Under "Recent Activity", the text "Here are your recent activities." is followed by a link "Need Attention (1)" which is circled in yellow. Below the link, there is a "Sort by:" dropdown menu set to "Updated Date" and an "Apply Filter" button. The activity list shows two items:

Status	Activity	Actions
Disapproved	<b>Caterer</b> Application ID: NA-0525-22-35204 Legal Name: Lemon Thyme Kitchen Entity Type: Corporation Date Updated: 09/28/2022 Date Submitted: 09/28/2022 <a href="#">View Status History</a>	<a href="#">Reconsideration</a> <a href="#">View Summary</a> <a href="#">View Confirmation</a>
Saved/Not Submitted	<b>Temporary Beer/Wine (Correction)</b> Application ID: NA-0578-22-35185-C1 Legal Name: Blissful corp Entity Type: Corporation Date Updated: 09/28/2022	<a href="#">Resume</a> <a href="#">Cancel</a>

3.2 The application shows the status of needs attention, and “Start Correction” is displayed, which takes user to the Correction page.

 Services News Government Local

Return to Business ExpressHomeMy LicensesDeveloper ToolsDisciplinary ActionMy ContactsMy Businesses

DISCIPLINARY MEASURES are pending against your license, please take action.

You have 2 notification(s)


### Need Attention

Here are your applications and licenses that need attention.

ApplicationsLicenses

Sort by: Updated Date

Apply Filter



#### Temporary Beer/Wine

Application ID: NA-0578-22-35185

Legal Name: Blissful corp

Entity Type: Corporation

Date Updated: 09/28/2022

Date Submitted: 09/27/2022

[View Status History](#)

Start Corrections

Withdraw Application

View Summary

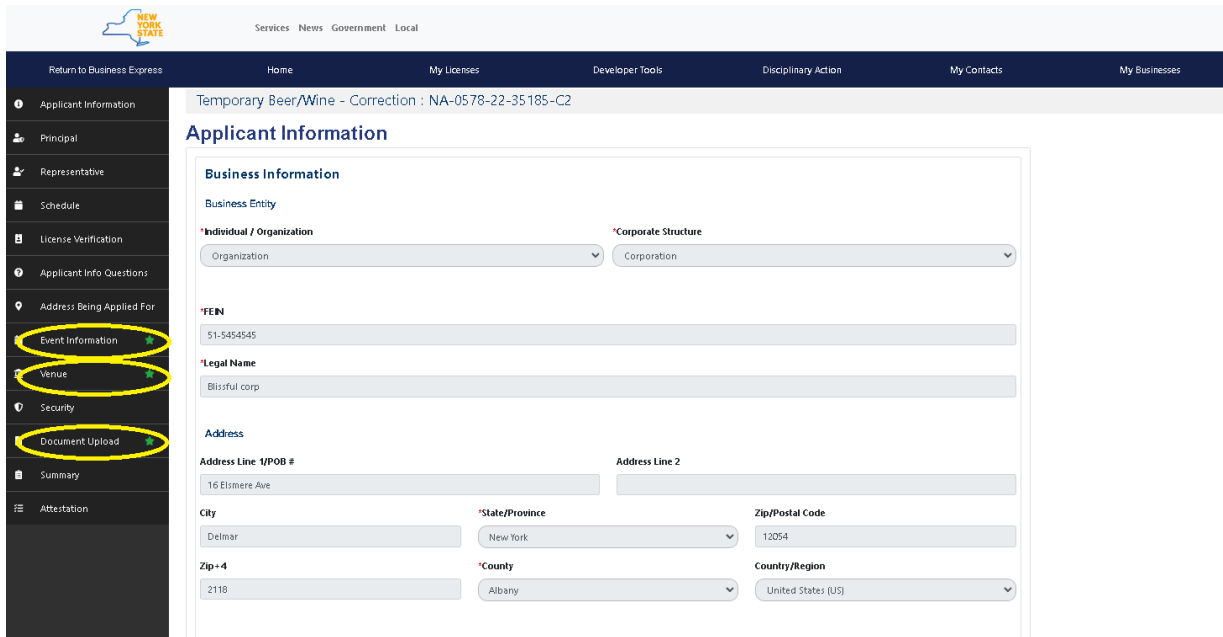
View Confirmation

< 1 >

1 of 1 result

## 4. Correcting/Updating the Application

4.1 The page is directed to the Correction page. On the left panel the section that need to be updated are marked with green asterisk.



Return to Business Express Home My Licenses Developer Tools Disciplinary Action My Contacts My Businesses

Services News Government Local

Temporary Beer/Wine - Correction : NA-0578-22-35185-C2

### Applicant Information

**Business Information**

Business Entity

\*Individual / Organization \*Corporate Structure

Organization Corporation

**\*FEIN**

51-5454545

**\*Legal Name**

Blissful corp

**Address**

Address Line 1/POB # Address Line 2

16 Elmsire Ave

City State/Province Zip/Postal Code

Delmar New York 12054

Zip+4 County Country/Region

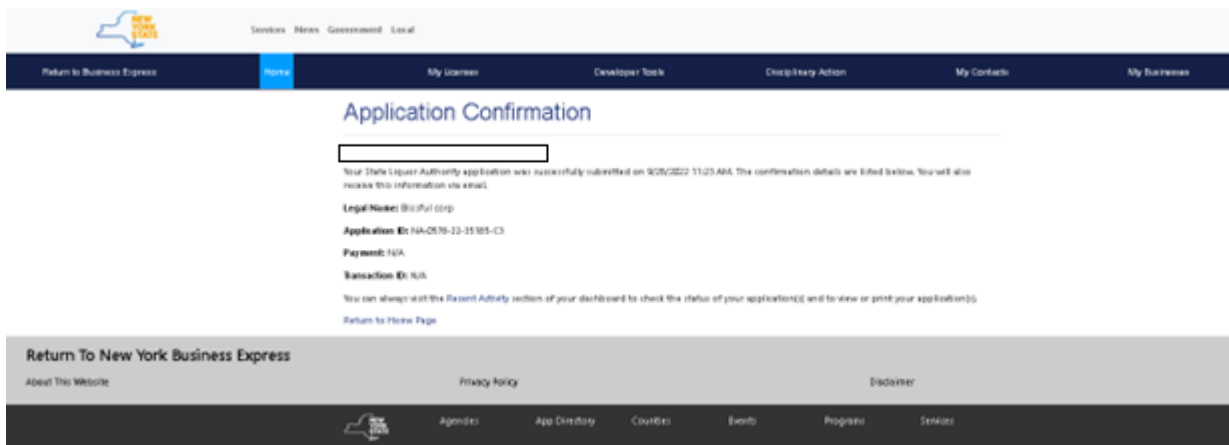
2118 Albany United States (US)

4.2 The user updates the fields that needs correction. Once the fields are updated, the marked green asterisk is replaced with the check mark.

4.3 Once all the sections are corrected, user will click on submit button in the last section to submit the application

## 5. Application Confirmation

5.1 Application Confirmation page is displayed, also the confirmation email is sent to the email associated with the business.



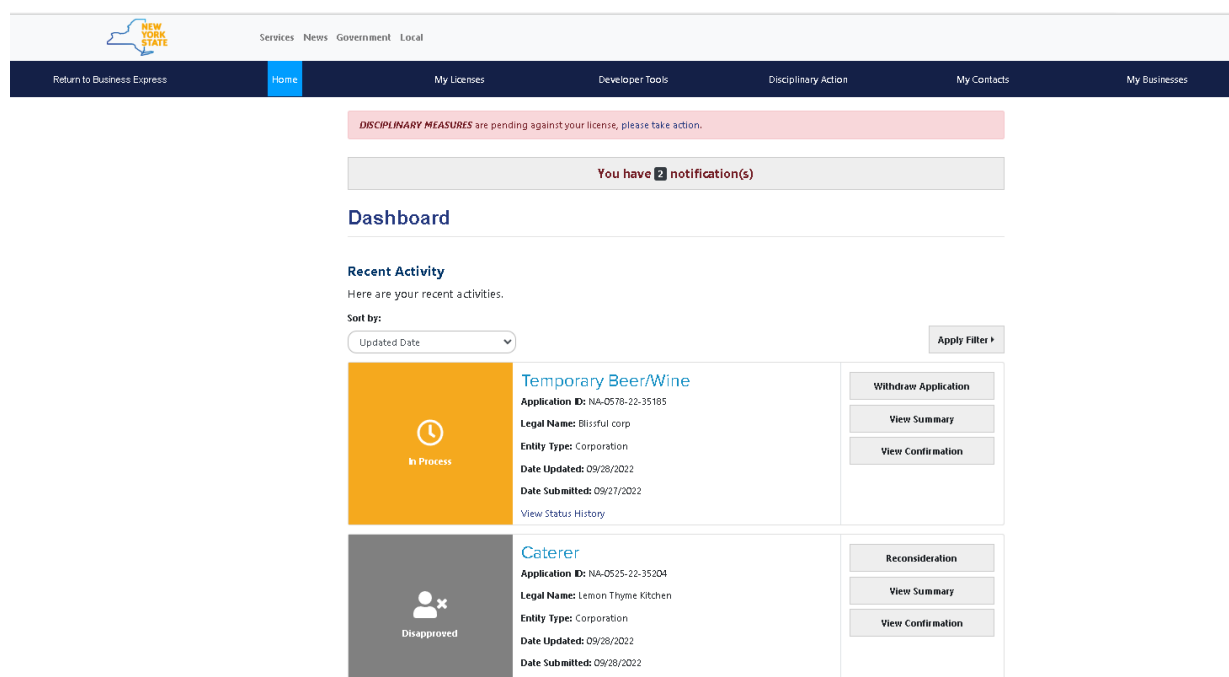
## How to request Reconsideration on a Disapproved Application

### 1. Review the Disapproval email

1.1 Review Disapproval email sent to the business email which states that the Application is disapproved.

### 2. Return the portal Home Page

2.1 Follow the returning customer steps to return to the Home Page



The screenshot shows the State Liquor Authority portal dashboard. At the top, there is a navigation bar with links: Return to Business Express, Home (selected), My Licenses, Developer Tools, Disciplinary Action, My Contacts, and My Businesses. Below the navigation bar, a red banner states: "DISCIPLINARY MEASURES are pending against your license, please take action." Below this, a grey banner indicates: "You have 2 notification(s)". The main section is titled "Dashboard" and "Recent Activity". It shows a list of recent activities with a "Sort by:" dropdown set to "Updated Date" and an "Apply Filter" button. The first activity is for a "Temporary Beer/Wine" application (Application ID: NA-0578-22-35185) with a status of "In Process". The second activity is for a "Caterer" application (Application ID: NA-0525-22-35204) with a status of "Disapproved". For the "Disapproved" application, there are buttons for "Reconsideration", "View Summary", and "View Confirmation".

### 3. Reconsideration button

3.1 Once the user goes to home page, The licenses are displayed with the statuses. User clicks on the “Reconsideration” button.



**DISCIPLINARY MEASURES** are pending against your license, please take action.

You have **2** notification(s)

#### Dashboard

**Recent Activity**  
Here are your recent activities.

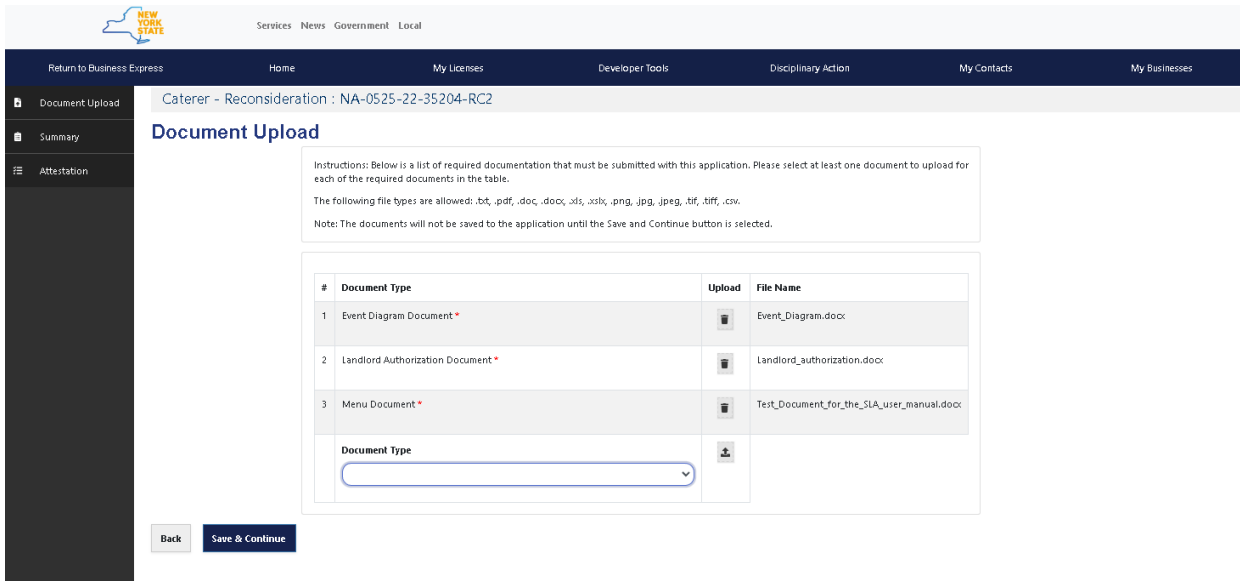
Sort by: Updated Date Apply Filter >

 In Process	<b>Temporary Beer/Wine</b> Application ID: NA-0578-22-35185 Legal Name: Blissful corp Entity Type: Corporation Date Updated: 09/26/2022 Date Submitted: 09/27/2022 <a href="#">View Status History</a>	<a href="#">Withdraw Application</a> <a href="#">View Summary</a> <a href="#">View Confirmation</a>
 Disapproved	<b>Caterer</b> Application ID: NA-0525-22-35204 Legal Name: Lemon Thyme Kitchen Entity Type: Corporation Date Updated: 09/26/2022 Date Submitted: 09/26/2022 <a href="#">View Status History</a>	<a href="#">Reconsideration</a> <a href="#">View Summary</a> <a href="#">View Confirmation</a>







## 4. Document upload page

4.1 User is directed to Document upload page where the list of documents submitted with the application is displayed.



The screenshot shows the 'Document Upload' page for a user named 'Caterer - Reconsideration : NA-0525-22-35204-RC2'. The page has a dark blue header with navigation links: 'Return to Business Express', 'Home', 'My Licenses', 'Developer Tools', 'Disciplinary Action', 'My Contacts', and 'My Businesses'. A left sidebar contains 'Document Upload', 'Summary', and 'Attestation'. The main content area is titled 'Document Upload' and contains instructions: 'Instructions: Below is a list of required documentation that must be submitted with this application. Please select at least one document to upload for each of the required documents in the table. The following file types are allowed: .txt, .pdf, .doc, .docx, .xls, .xlsx, .png, .jpg, .jpeg, .tif, .tiff, .csv. Note: The documents will not be saved to the application until the Save and Continue button is selected.' Below the instructions is a table with three columns: '#', 'Document Type', 'Upload', and 'File Name'. The table lists three documents: 'Event Diagram Document \*', 'Landlord Authorization Document \*', and 'Menu Document \*'. Each document has an 'Upload' button and a 'File Name' field. At the bottom of the table is a 'Document Type' dropdown menu. At the bottom of the page are 'Back' and 'Save & Continue' buttons.

#	Document Type	Upload	File Name
1	Event Diagram Document *		Event_Diagram.docx
2	Landlord Authorization Document *		Landlord_authorization.docx
3	Menu Document *		Test_Document_for_the_SLA_user_manual.docx
	Document Type		

Back Save & Continue

## 5. Application summary

5.1 User is directed to Application Summary page where the Applicant Information is displayed.

Return to Business Express
Home
My Licenses
Developer Tools
Disciplinary Action
My Contacts
My Businesses

Document Upload
Summary
Attalutions

Caterer - Reconsideration : NA-0525-22-35204-RC2

### Application Summary

#### Applicant information

Business Information

Business Website

LewantThymeKitchen.com

Business Entity

Individual / Organization

Organization

Corporate Structure

Corporation

EIN

36-0664234

Legal Name

Lewant Thyme Kitchen

Address

100 State St Fl 1  
Albany, Albany, NY, 12207 - 1900

Communication

Email

Confirm Email

Phone

Phone Number Type

Mobile

Country Code

+1

Contact Phone Number


518-228-9380

Resides Information

## 6. Attestation Section

6.1 User completes the Attestation section by checking the terms and condition check box and clicks “Submit Reconsideration”.

6.2 Once the Reconsideration is submitted, user receives the Application Confirmation that their application is submitted.



The screenshot shows the 'Application Confirmation' page. At the top, there is a navigation bar with links: 'Return to Business Express', 'Home', 'My Licenses', 'Developer Tools', 'Disciplinary Action', 'My Contacts', and 'My Businesses'. Below the navigation bar, the page title 'Application Confirmation' is displayed. A text box contains the message: 'Your State Liquor Authority application was successfully submitted on 9/26/2022 1:10 PM. The confirmation details are listed below. You will also receive this information via email.' Below this, the following details are listed: 'Legal Name: Lauren Thynne Kitchin', 'Application ID: HA-0525-20-31204-RC3', 'Payment ID: N/A', and 'Renewal ID: N/A'. A note states: 'You can always visit the Recent Activity section of your dashboard to check the status of your application(s) and to view or print your application(s).' A link 'Return to Home Page' is provided. At the bottom, there is a footer with the text 'Return To New York Business Express' and links for 'About This Website', 'Privacy Policy', and 'Disclaimer'.

## How to withdraw a submitted application

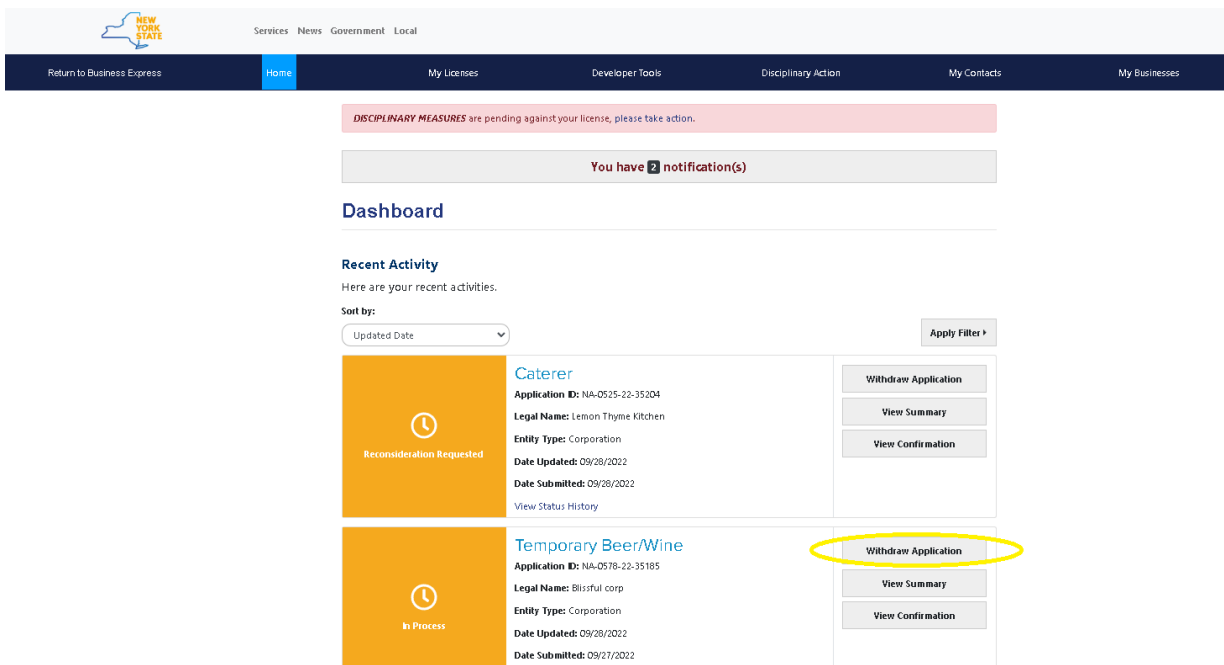
### 1. Return the portal Home Page

1.1 User logs in to the NYBE portal page and clicks on My Dashboard.

### 2. Withdraw button

2.1 User clicks on the “Withdraw Application” button displayed on the submitted application.

This will direct the user to the Request Withdrawal warning page.

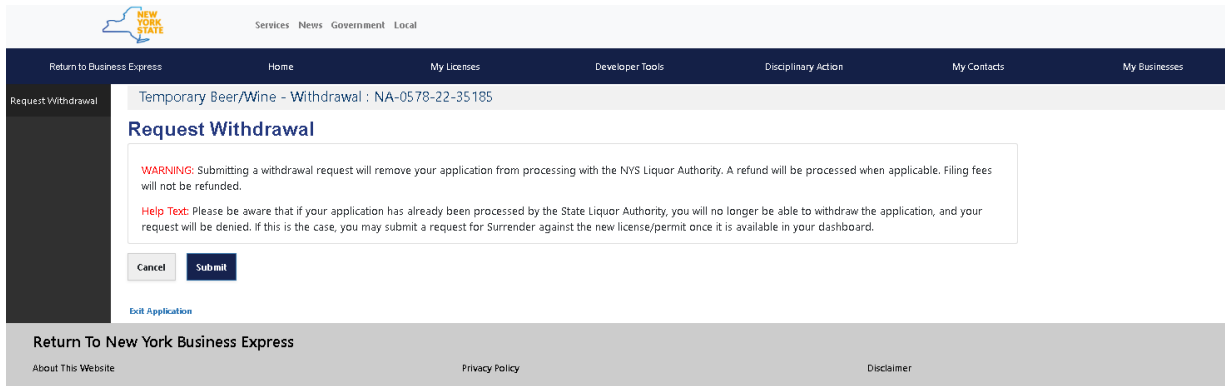


The screenshot shows the NYBE portal dashboard. At the top, there is a navigation bar with links: Return to Business Express, Home (highlighted), My Licenses, Developer Tools, Disciplinary Action, My Contacts, and My Businesses. Below the navigation bar, a red banner states: "DISCIPLINARY MEASURES are pending against your license, please take action." Below this, a grey banner indicates: "You have 2 notification(s)". The main section is titled "Dashboard" and "Recent Activity". It lists two activities:

- Caterer**  
Application ID: NA-0525-22-35204  
Legal Name: Lemon Thyme Kitchen  
Entity Type: Corporation  
Date Updated: 09/28/2022  
Date Submitted: 09/28/2022  
View Status History  
Status: Reconsideration Requested (indicated by a clock icon in an orange box)
- Temporary Beer/Wine**  
Application ID: NA-0578-22-35185  
Legal Name: Blissful corp  
Entity Type: Corporation  
Date Updated: 09/28/2022  
Date Submitted: 09/27/2022  
Status: In Process (indicated by a clock icon in an orange box)

For each activity, there are three buttons: "Withdraw Application", "View Summary", and "View Confirmation". The "Withdraw Application" button for the "Temporary Beer/Wine" application is circled in yellow.

2.2 User reviews the warning and clicks on submit button. Upon submit user is directed to the confirmation page.



The screenshot shows the 'Request Withdrawal' page. At the top, there is a navigation bar with links: 'Return to Business Express', 'Home', 'My Licenses', 'Developer Tools', 'Disciplinary Action', 'My Contacts', and 'My Businesses'. Below this, a sidebar on the left contains a 'Request Withdrawal' link. The main content area displays the title 'Temporary Beer/Wine - Withdrawal : NA-0578-22-35185' and a 'Request Withdrawal' heading. A warning box states: 'WARNING: Submitting a withdrawal request will remove your application from processing with the NYS Liquor Authority. A refund will be processed when applicable. Filing fees will not be refunded.' Below the warning, a 'Help Text' explains that once an application is processed, it cannot be withdrawn and a surrender request must be submitted instead. At the bottom of the form, there are 'Cancel' and 'Submit' buttons, and a link to 'Exit Application'.

2.3 Withdrawal Application confirmation is displayed.



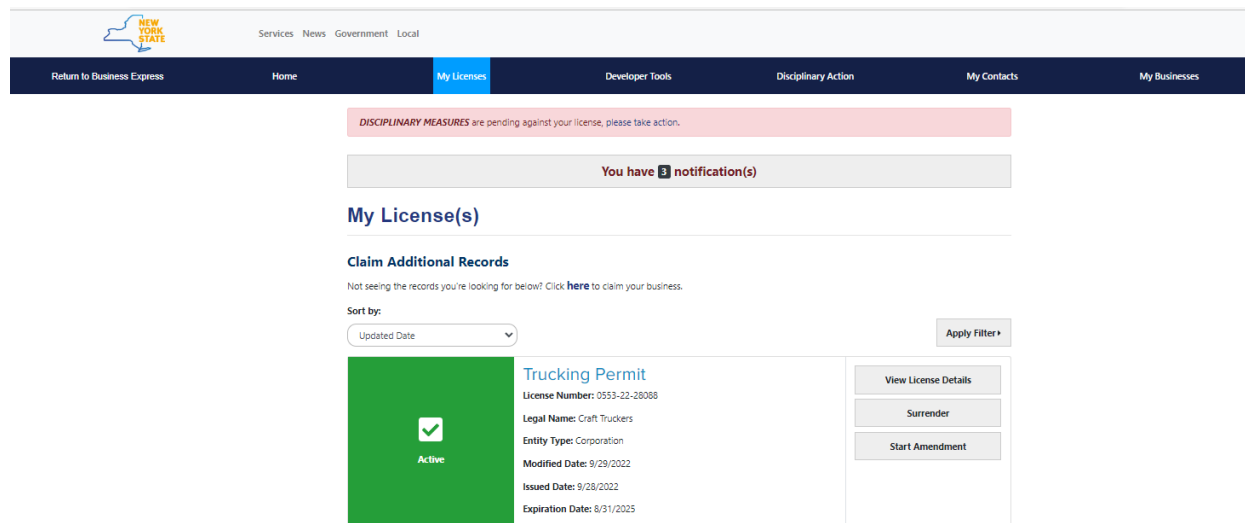
The screenshot shows the 'Application Confirmation' page. It features a heading 'Application Confirmation' and a confirmation message: 'Your State Liquor Authority withdrawal application was successfully submitted on 8/26/2022 2:40 PM. The confirmation details are listed below. You will also receive this information via email.' The details listed are: 'Legal Name: Struhal corp', 'Application #: NA-0578-22-35185', 'Payment: N/A', and 'Transaction #: N/A'. At the bottom, there is a note: 'You can always visit the Recent Activity section of your dashboard to check the status of your application(s) and to view or print your application(s). Return to Home Page'.

## License Management

### How to check License/Permit status

1. Go to returning customer link to go to home page

1.1 Under “My Licenses”, the details are listed.



**NEW YORK STATE OF OPPORTUNITY** | **State Liquor Authority**

Services News Government Local

Return to Business Express Home **My Licenses** Developer Tools Disciplinary Action My Contacts My Businesses

**DISCIPLINARY MEASURES** are pending against your license, please take action.

You have **1** notification(s)

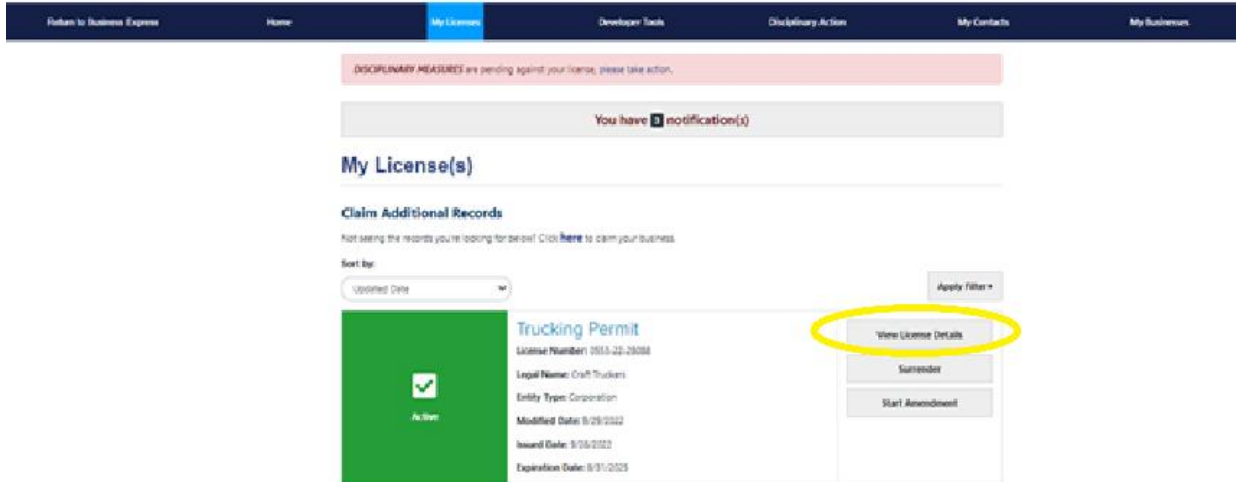
### My License(s)

**Claim Additional Records**  
Not seeing the records you're looking for below? Click [here](#) to claim your business.

Sort by: Updated Date

License Status	License Details	Actions
Active	<b>Trucking Permit</b> License Number: 0553-22-28088 Legal Name: Craft Truckers Entity Type: Corporation Modified Date: 9/29/2022 Issued Date: 9/28/2022 Expiration Date: 8/31/2025	<input type="button" value="View License Details"/> <input type="button" value="Surrender"/> <input type="button" value="Start Amendment"/>

2. The status is displayed on the License card. The user clicks on “View License Details” to further look into details



DISCIPLINARY MEASURES are pending against your license, please take action.

You have 5 notification(s)

### My License(s)

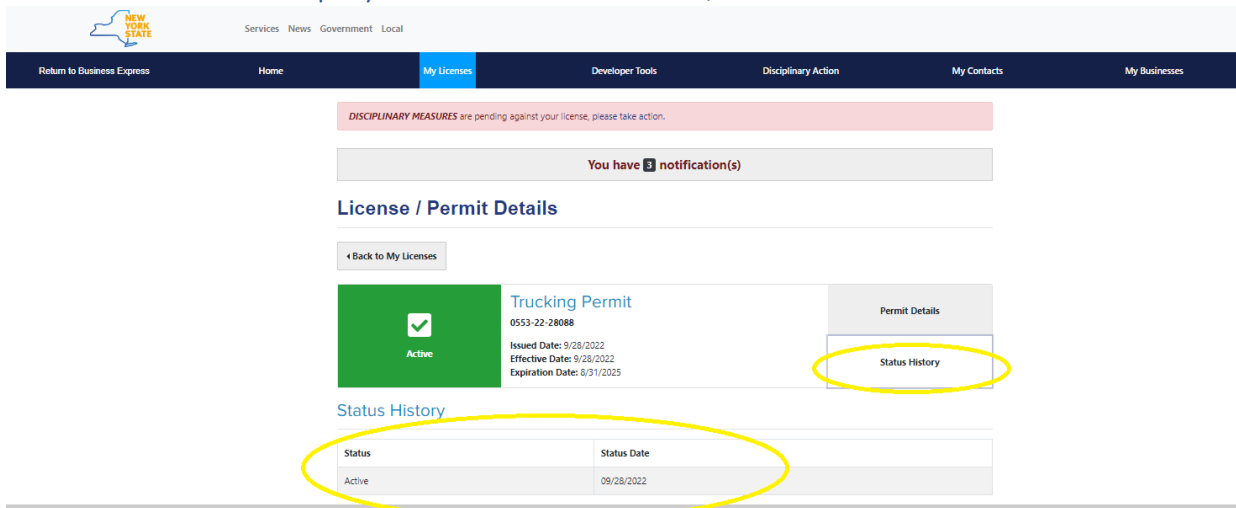
**Claim Additional Records**  
Not seeing the records you're looking for below? Click [here](#) to claim your business.

Sort By: Updated Date

**Trucking Permit**  
 License Number: 0553-22-28088  
 Legal Name: Craft Truckers  
 Entity Type: Corporation  
 Modified Date: 9/28/2022  
 Issued Date: 9/28/2022  
 Expiration Date: 8/31/2025

Buttons: View License Details, Surrender, Start Amendment

3. The status is displayed under the “License/Permit Details”



DISCIPLINARY MEASURES are pending against your license, please take action.

You have 5 notification(s)

### License / Permit Details

[Back to My Licenses](#)

**Trucking Permit**  
 0553-22-28088  
 Issued Date: 9/28/2022  
 Effective Date: 9/28/2022  
 Expiration Date: 8/31/2025

Buttons: Permit Details, Status History

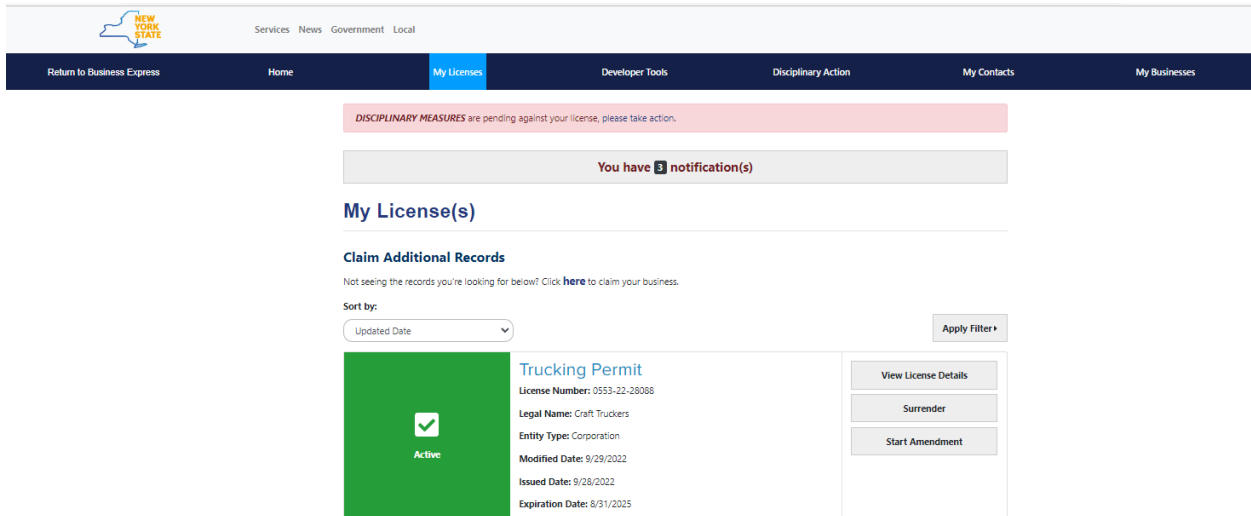
**Status History**

Status	Status Date
Active	09/28/2022

## How to view License Permit Details

1. Go to returning customer link to go to home page

1.1 Click on “My Licenses”. This will display the licenses/permit associated with the account.



DISCIPLINARY MEASURES are pending against your license, please take action.

You have 3 notification(s)

### My License(s)

**Claim Additional Records**  
Not seeing the records you're looking for below? Click [here](#) to claim your business.

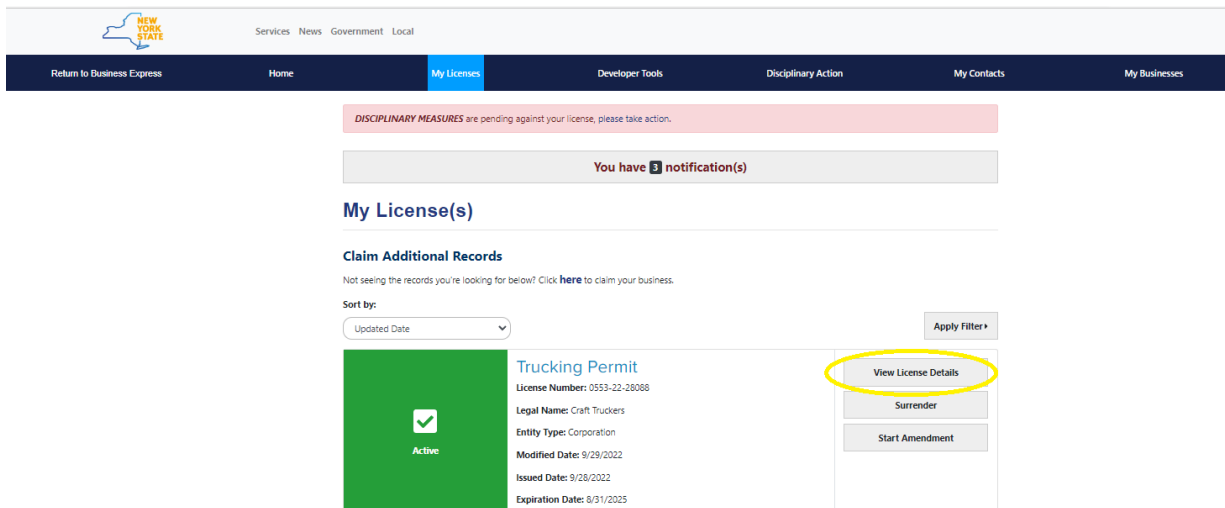
Sort by: Updated Date

**Trucking Permit**  
License Number: 0553-22-28088  
Legal Name: Craft Truckers  
Entity Type: Corporation  
Modified Date: 9/29/2022  
Issued Date: 9/28/2022  
Expiration Date: 8/31/2025

Active

View License Details  
Surrender  
Start Amendment

2. Use clicks on “View License Details”. This will display the details of the License/Permit



DISCIPLINARY MEASURES are pending against your license, please take action.

You have 3 notification(s)

### My License(s)

**Claim Additional Records**  
Not seeing the records you're looking for below? Click [here](#) to claim your business.

Sort by: Updated Date

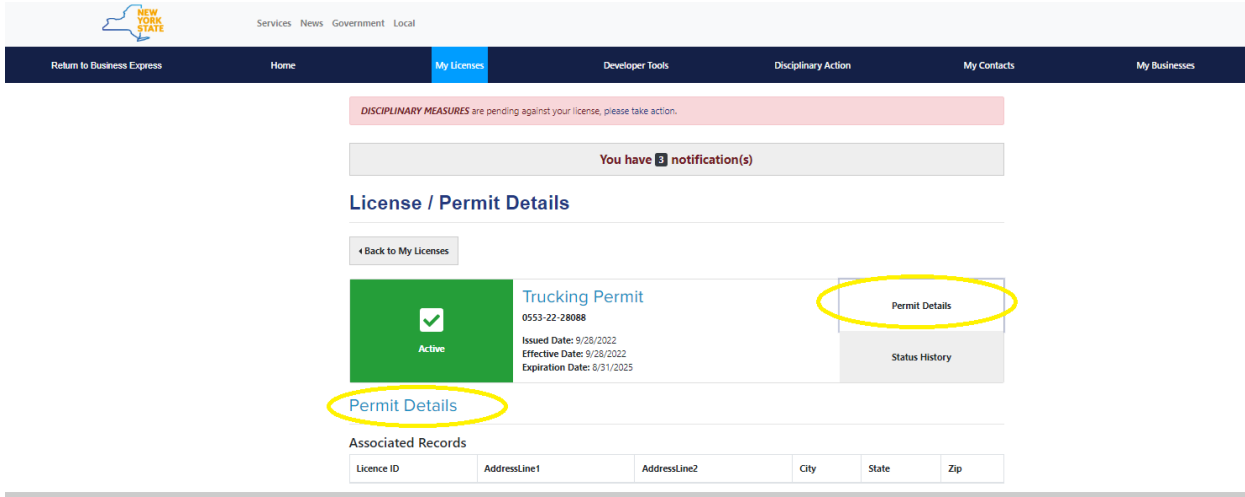
**Trucking Permit**  
License Number: 0553-22-28088  
Legal Name: Craft Truckers  
Entity Type: Corporation  
Modified Date: 9/29/2022  
Issued Date: 9/28/2022  
Expiration Date: 8/31/2025

Active

View License Details  
Surrender  
Start Amendment



### 3. License/Permit details will be displayed




**DISCIPLINARY MEASURES** are pending against your license, please take action.

You have **3** notification(s)

#### License / Permit Details

« Back to My Licenses



Active

**Trucking Permit**

0553-22-28088

Issued Date: 9/28/2022

Effective Date: 9/28/2022

Expiration Date: 8/31/2025

**Permit Details**

Status History

**Permit Details**

« Back to My Licenses

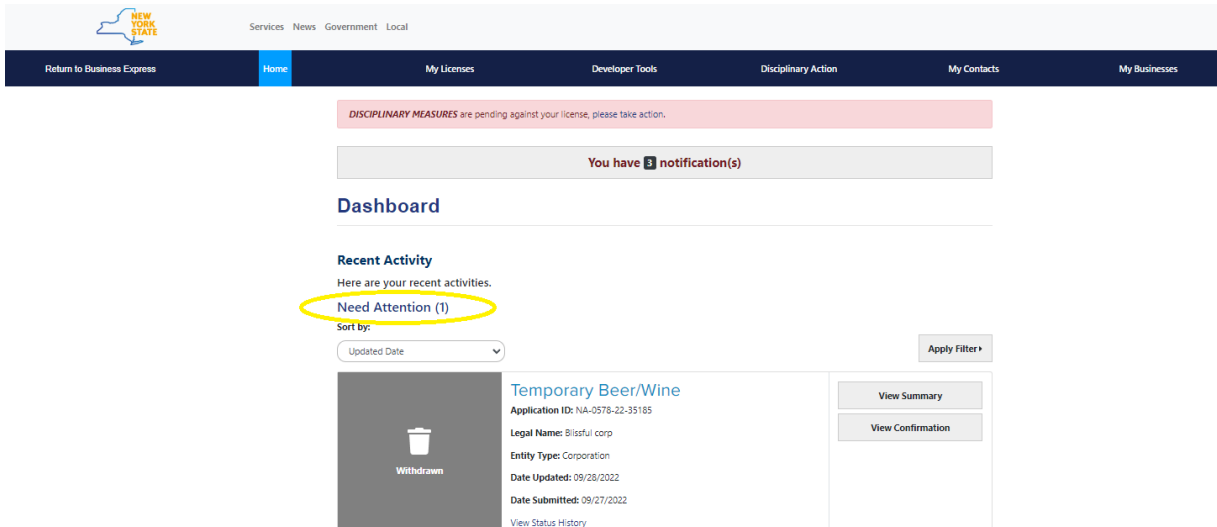
Associated Records

Licence ID	AddressLine1	AddressLine2	City	State	Zip

## How to renew a License/Permit

### 1. Go to home Page

1.1 Go to returning customer link to go to home page. One the home page, click on the link “Needs Attention”.



**DISCIPLINARY MEASURES** are pending against your license, please take action.

You have **3** notification(s)

#### Dashboard

**Recent Activity**

Here are your recent activities.

**Need Attention (1)**

Sort by:

Updated Date

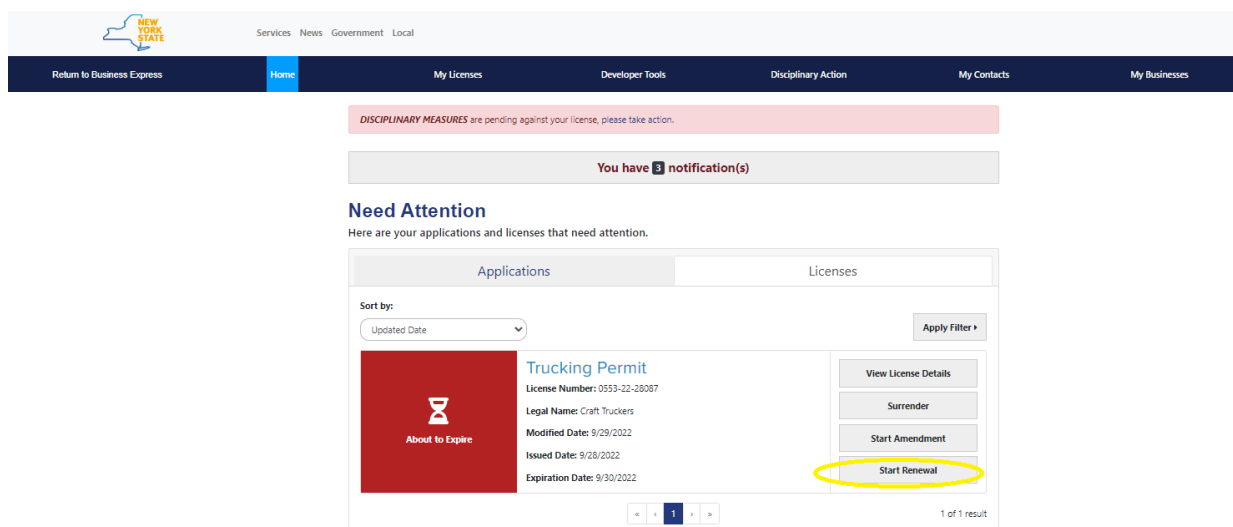
Apply Filter

Application ID	Legal Name	Entity Type	Date Updated	Date Submitted
NA-0578-22-35185	Blissful corp	Corporation	09/28/2022	09/27/2022

View Status History

## 2. Start renewal of the License

2.1 Once the user clicks on “Need Attention”, user will be directed to the License renewal page. User clicks on “Start Renewal” button to start the process.



The screenshot shows the 'Need Attention' section of the New York State Liquor Authority website. It displays a notification for a 'Trucking Permit' license that is 'About to Expire'. The license details include: License Number: 0533-22-28087, Legal Name: Craft Truckers, Modified Date: 9/29/2022, Issued Date: 9/28/2022, and Expiration Date: 9/30/2022. The 'Start Renewal' button is highlighted with a yellow circle.

## 3. Filling and submitting the renewal information

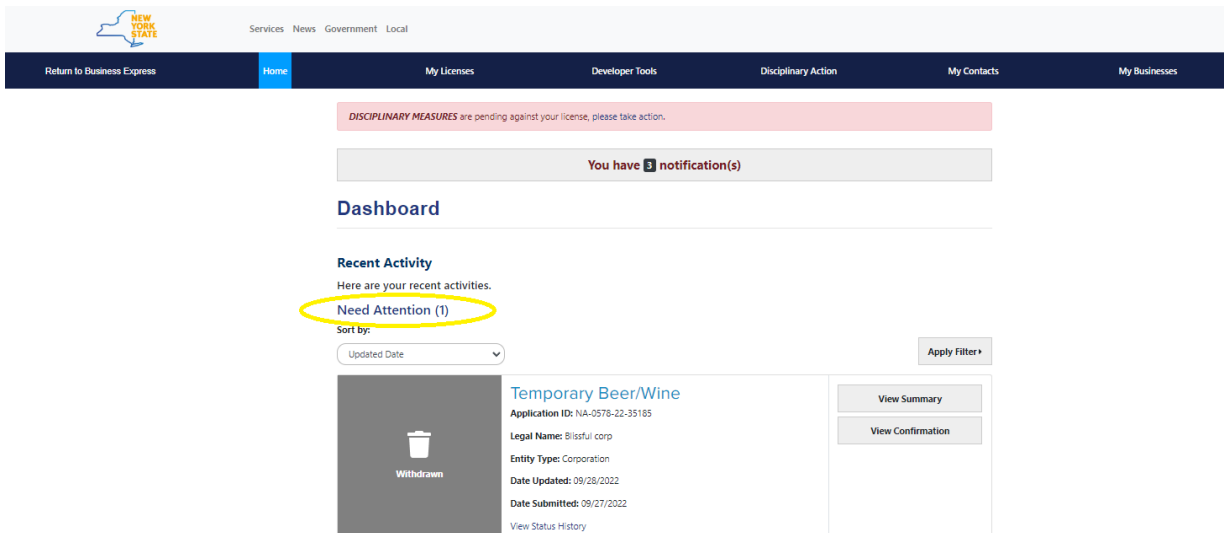
3.1 Once user starts the process, the user will be required to fill all the fields. The fields are prefilled, but user can change the details if needed on select fields. Once all fields are filled and reviewed, the user submits the renewal.

Refer “How to submit an application” for further instruction.


## How to Submit a Trucking Permit Amendment

### 1. Go to Home page

1.1 Go to returning customer link to go to home page. On the home page, click on the link “Needs Attention”. This will direct the page to the Licenses section.

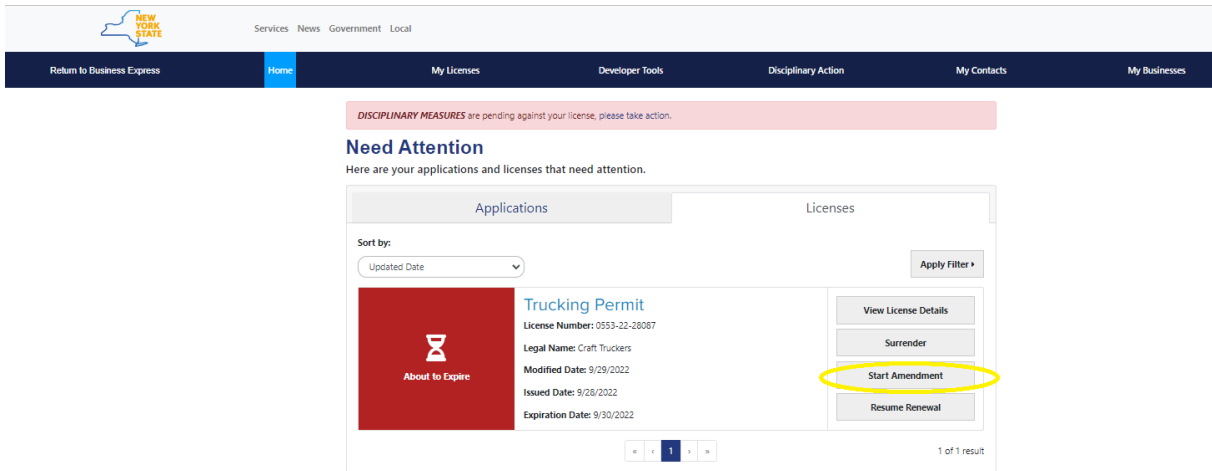


The screenshot shows the New York State Liquor Authority dashboard. At the top, there is a navigation bar with links: Return to Business Express, Home, My Licenses, Developer Tools, Disciplinary Action, My Contacts, and My Businesses. Below the navigation bar, a red banner states: "DISCIPLINARY MEASURES are pending against your license, please take action." Below this, a grey banner indicates: "You have 3 notification(s)". The main section is titled "Dashboard" and contains a "Recent Activity" section. Under "Recent Activity", there is a link "Need Attention (1)" which is circled in yellow. Below this link, there is a "Sort by:" dropdown menu set to "Updated Date" and an "Apply Filter" button. The main content area displays a table with one row for a "Temporary Beer/Wine" application. The table has columns for "Withdraw" (with a trash icon), "Application Details", and "Actions". The "Application Details" column contains: Application ID: NA-0578-22-35185, Legal Name: Blissful corp, Entity Type: Corporation, Date Updated: 09/28/2022, Date Submitted: 09/27/2022, and a link to View Status History. The "Actions" column contains two buttons: "View Summary" and "View Confirmation".

Withdraw	Temporary Beer/Wine	Actions
	<b>Temporary Beer/Wine</b> Application ID: NA-0578-22-35185 Legal Name: Blissful corp Entity Type: Corporation Date Updated: 09/28/2022 Date Submitted: 09/27/2022 <a href="#">View Status History</a>	<a href="#">View Summary</a> <a href="#">View Confirmation</a>

## 2. Go to “Start Amendment”

2.1 Once the user clicks on “Needs Attention”, user will be directed to the License Amendment page. User clicks on “Start Amendment” button to start the process.



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Return to Business Express Home My Licenses Developer Tools Disciplinary Action My Contacts My Businesses

**DISCIPLINARY MEASURES** are pending against your license, please take action.

### Need Attention

Here are your applications and licenses that need attention.

Applications Licensess

Sort by: Updated Date Apply Filter

**Trucking Permit**  
License Number: 0553-22-28087  
Legal Name: Craft Truckers  
Modified Date: 9/29/2022  
Issued Date: 9/28/2022  
Expiration Date: 9/30/2022

About to Expire

View License Details  
Surrender  
**Start Amendment**  
Resume Renewal

1 of 1 result

2.2 The user reviews and updates all the required fields. In the vehicle field, the user may add or remove the existing truck details. (Note: At least one truck details must be in the Vehicle field)

Attestation

Payment

Trucking Permit - Amendment : CC-22-Z00029-1

\*Make Of Vehicle

Ford

\*VIN Number

abc122324483323g5

\*Year

2021

\*Name of Owner

Christopher Eddy

Remove

Add More

\*Type

truck

\*Make Of Vehicle

BMW

\*VIN Number

45454545454545454

\*Year

2012

\*Name of Owner

Chirs

Remove

Back

Save & Continue

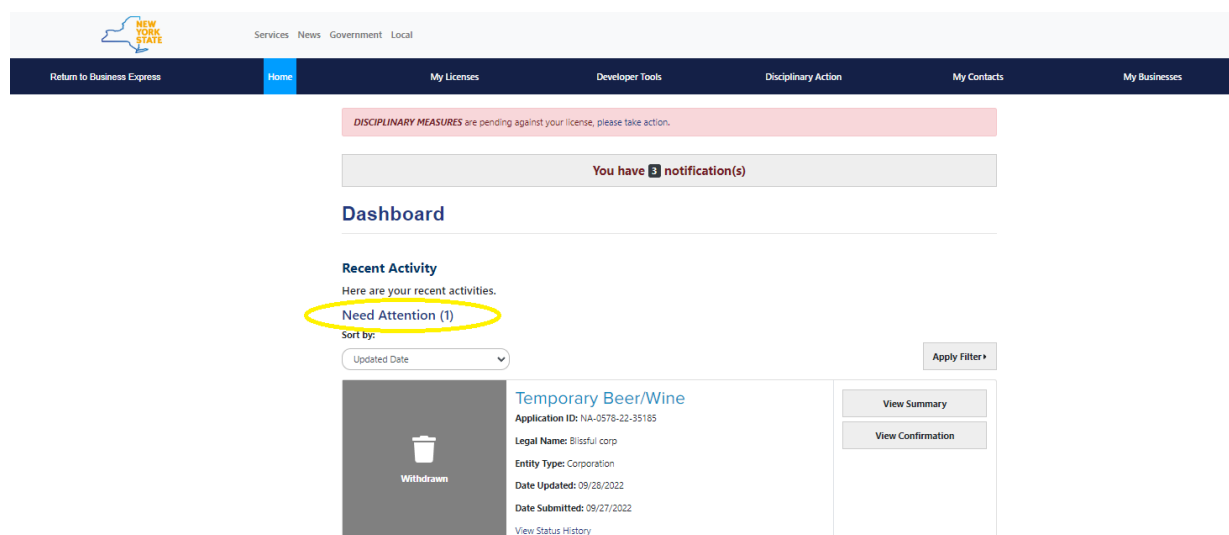
### 3. Submitting the Amendment

3.1 The user submits the Amendment. User can go to the home page or License page to see the status of the License.

## How to Surrender a License/Permit

### 1. Go to home page

1.1 Go to returning customer link to go to home page. Click on “Need Attention” to locate an about to expire Permit/License or click My Licenses to locate an active record.



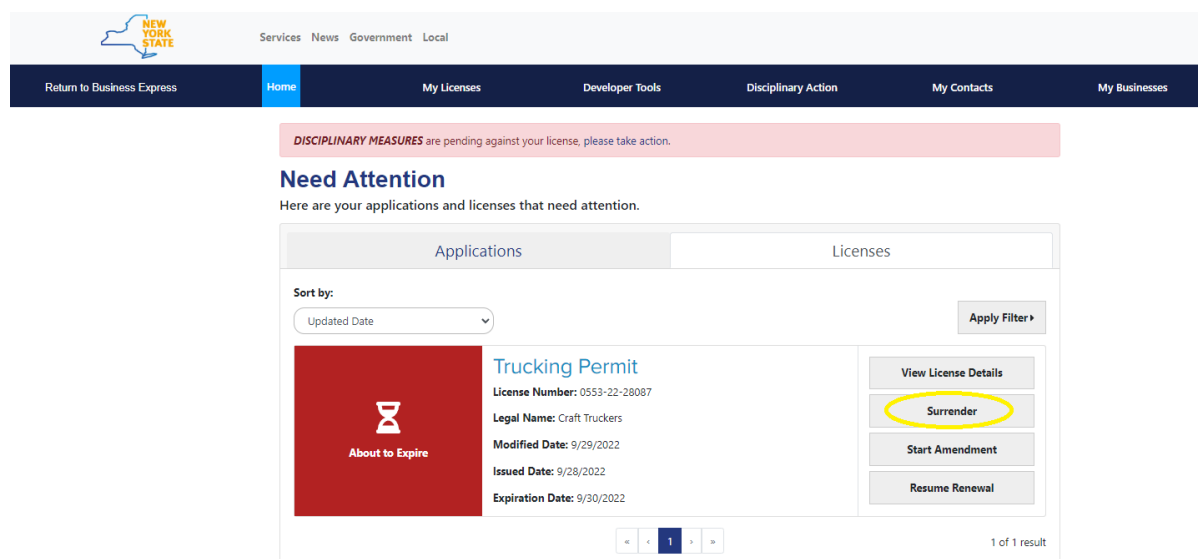
The screenshot shows the New York State Liquor Authority dashboard. At the top, there is a navigation bar with links: Return to Business Express, Home, My Licenses, Developer Tools, Disciplinary Action, My Contacts, and My Businesses. Below the navigation bar, a red banner indicates "DISCIPLINARY MEASURES are pending against your license, please take action." Below this, a grey box states "You have 3 notification(s)". The main section is titled "Dashboard" and "Recent Activity". Under "Recent Activity", there is a section "Need Attention (1)" which is circled in yellow. Below this, there is a "Sort by:" dropdown menu set to "Updated Date" and an "Apply Filter" button. The main content area displays a "Withdrawn" license for "Temporary Beer/Wine" with the following details:

- Application ID: NA-0578-22-35185
- Legal Name: Blissful corp
- Entity Type: Corporation
- Date Updated: 09/28/2022
- Date Submitted: 09/27/2022
- View Status History

On the right side of the license details, there are two buttons: "View Summary" and "View Confirmation".

## 2. Go to licenses

### 2.1 Locate the License/Permit in the Licenses page. Click on the “Surrender” button



The screenshot shows the New York State Liquor Authority website. At the top, there is a navigation bar with links: Return to Business Express, Home, My Licenses, Developer Tools, Disciplinary Action, My Contacts, and My Businesses. Below the navigation bar, a red banner reads: "DISCIPLINARY MEASURES are pending against your license, please take action." Below this, a section titled "Need Attention" states: "Here are your applications and licenses that need attention." There are two tabs: "Applications" and "Licenses". Under the "Licenses" tab, there is a "Sort by:" dropdown menu set to "Updated Date" and an "Apply Filter" button. A card for a "Trucking Permit" is displayed, showing a red "About to Expire" icon. The card details include: License Number: 0553-22-28087, Legal Name: Craft Truckers, Modified Date: 9/29/2022, Issued Date: 9/28/2022, and Expiration Date: 9/30/2022. To the right of the card, there are four buttons: "View License Details", "Surrender" (highlighted with a yellow circle), "Start Amendment", and "Resume Renewal". At the bottom of the card, there is a pagination control showing "1" and "1 of 1 result".

## 3. Submit Surrender

3.1 Once the customer clicks the surrender button, the page will be directed to different sections that needs to be reviewed and filled by customer. Once reviewed, the customer Submit the application.

(An application confirmation will be displayed)

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Return to Business Express

Home

My Licenses

Developer Tools

Discipline

Surrender

Document Upload

Summary

Trucking Permit - Surrender : SU-22-200141

Application Summary

Surrender

Has the licensee or (if a partnership) any of the partners or (if a corporation) any of the officers, directors or stockholders been arrested or indicted or served with a summons for any crime or offense (except traffic infractions or violations of the Administrative Code) in the past 12 months?

No

Has any person other than reported in Question 1 above been arrested or indicted or served with a summons for any crime or offense committed on the licensed premises or which involved the licensed business (except violations of the Administrative Code) in the past 12 months?

No

The petitioner further states that the said licensee will, upon the surrender of said license, cease to traffic in alcoholic beverages during the term for which said license was issued and thereafter until a new license shall be issued to said licensee. WHEREFORE, the petitioner asks that said license be cancelled and a refund made as provided in Section 127 of the Alcoholic Beverage Control Law.

True

Address

16 Corrit Dr  
Delmar, Albany, NY, US, 12054 - 6716

Documents

Authorization

Copy of Advertisement.docx

Back

Submit

Exit Application